

## CREATING eMOU GUIDE

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### INTRODUCTION

The eMOU module has been designed to enhance sustainability by moving paper processes and approvals online. This guide is designed to provide instruction on how to use the eMOU module which includes the following topics:

- [Creating eMOUs](#)
- [Assigning Approvers](#)
- [Inputting Accounting Detail Information](#)
- [Adding Attachments](#)
- [Submitting eMOUs for Approval](#)
- [Approving or Denying eMOU Submissions](#)

Employees must submit a SOLAR Financial Access Request in the Application Access Request module. For more information on requesting access, please visit the [SOLAR Support](#) webpage.

### WHO DO I CONTACT FOR HELP?

Create a [Service Request](#) to Solar Financials or email [solarfin@csun.edu](mailto:solarfin@csun.edu). For immediate assistance contact SOLAR Financials by phone (818) 677-6685.

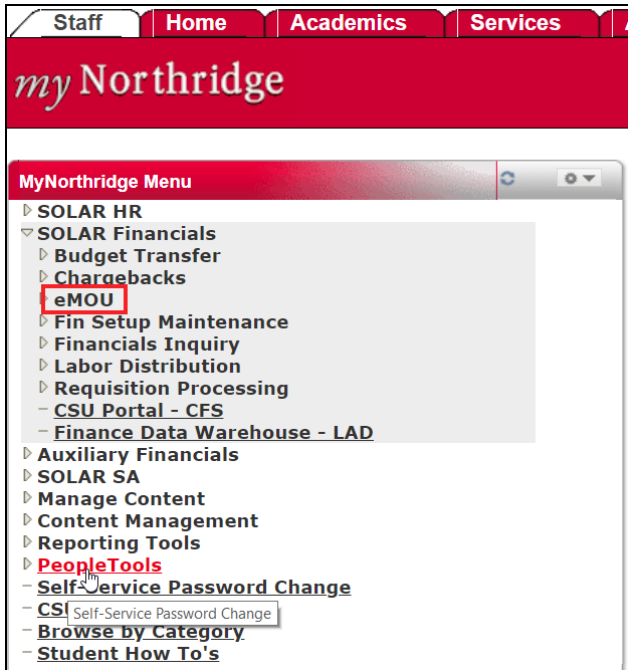
## ACCESSING THE CAMPUS WEB PORTAL

SOLAR applications are housed within the campus web portal. Follow the instructions below to access the campus web portal:

1. From an **Internet Browser**, access the **myNorthridge** portal located on the [CSUN](#) home page.



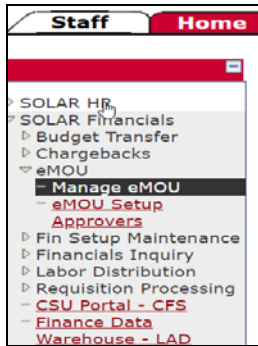
2. Log in using your **CSUN User Name** or **CSUN ID#** and **Password**.
3. Select the **Login** button
4. Applications are located under the MyNorthridge menu section. The menu items listed are based on the employee's current security access.



## CREATING eMOUS

1. To create a new eMOU select the following menu path:

SOLAR Financials > eMOU > Manage eMOU > Create/Update/Bill eMOU



2. Select the **Add a New Value** tab to begin creating the document.

A screenshot of the 'Create/Update/Bill eMOU' search interface. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value', with the latter highlighted in red. Below the tabs is a 'Search Criteria' section with several dropdown menus for 'MOU Reference# begins with', 'Service Provider Area begins with', 'Service Recipient Area begins with', and 'Fiscal Year begins with'. There are also dropdowns for 'Approval Status', 'MOU Billing Status', and 'Billing Approval Status'. A 'Case Sensitive' checkbox is at the bottom left. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

### MOU SUMMARY TAB:

A screenshot of the 'MOU Summary' form. The form has a header section with 'MOU Reference Number' and 'NEXT' buttons. Below this are fields for '\*Service Recipient' and '\*Service Provider', both with search icons. To the right is a '\*Fiscal Year' field with a search icon. Below these are 'MOU Total Amount' (0.00) and 'Account Detail Total' (0.00). There is a 'Description' field. The form is divided into sections: 'Service Summary' with a large text area, 'How costs determined' with a large text area, and 'Start Date' and 'End Date' fields. A note states: 'Note: These dates are for reporting and informational use.' Below the note is a grid of 12 'Billing Date' fields, numbered 1 through 12. At the bottom, there are 'Save' and 'Add' buttons.

3. The MOU Summary tab will display the fields listed below:

All fields noted with an (\*) are required fields.

- **MOU Reference Number** – Defaults to NEXT. When an eMOU is saved for the first time, a MOU Reference Number will be assigned.
- **\*Fiscal Year** – Use the magnifying glass to look up and select the fiscal year the eMOU will cover. For multi-year MOUs, select the beginning year.
- **\*Service Recipient** – Use the magnifying glass to look up the area defined as receiving services.
- **\*Service Provider** – Use the magnifying glass to look up the area defined as providing service(s).
- **MOU Approval Status** – The status will appear as **Open** when the eMOU is saved for the first time. The status will change throughout the submission process as follows:
  - **Open**- This is a new eMOU. Allows data entry, has not been submitted for approval.
  - **Pending**- Approval workflow has been initiated. Attachment functionality available, no data entry.
  - **Approved**- Approved at all levels, eMOU is in effect. Attachment functionality available, no data entry.
  - **Cancelled**- eMOU is no longer in effect.
  - **Closed**- eMOU has been finalized and billed, completed.
- **MOU Total Amount** – Estimated cost of providing the service(s).
- **Account Detail Total** – Sum of lines from accounting detail tab. This will remain at zero until the eMOU Summary page is saved and accounting detail information is input.
- **Description** – eMOU title or description.
- **Service Summary** – Detailed description of the expected service. Where applicable, include service levels, frequency of use, etc.
- **How Costs Determined** – Detailed description of the calculations and variable used to determine the MOU Total Amount.
- **Start Date** – Enter the beginning date of this eMOU. Informational purposes only, does not initiate or restrict functionality.
- **End Date** - Enter the ending date of this eMOU. Informational purposes only, does not initiate or restrict functionality.
- **Billing Dates 1 through 12** – These fields are informational only, they do not initiate or restrict billing. The number sequence (1-12) is not connected to semesters or quarters, they are markers for planned billing and intended as reminders to complete billing. For multiple billing dates, the fields should be completed in sequential order.

4. Upon completion of all the above listed fields, click the save button to generate an MOU Reference number, the status will change to open. Three additional tabs will appear. Please view the next section, [Assigning Approvers on an eMOU](#), for more instructions.

MOU Summary	Approvers	Accounting Detail	Attachments
MOU Reference Number M18008			
		*Fiscal Year	2018-2019
MOU Approval Status			Open

## ASSIGNING APPROVERS ON AN eMOU

1. Once the **MOU Summary** tab has been completed, the **Approvers** tab becomes available. This page is used to assign approvers for a specific eMOU. It has three levels of approvers: Initial, Financial, and AVP of Financial Services.

### APPROVERS TAB:

MOU Summary

Approvers

Accounting Detail

Attachments

MOU Reference Number

M18008

Fiscal Year

2018-2019

Service Recipient Area

EXL

College of Extended Learning

MOU Approval Status

Open

Service Provider Area

FSV

Financial Services

Description

test

Initial Approvers/Reviewers

Personalize

Find

View All

First

1-2 of 2

Last

	*Area	*Approver Type		*Empl ID	Name		
1	EXL	I	Initial			+	-
2	FSV	I	Initial			+	-

Financial Approvers

Personalize

Find

View All

First

1-3 of 3

Last

	*Area	Approver Type	*Empl ID	Name		
1	EXL	Financial			+	-
2	EXL	Financial			+	-
3	FSV	Financial			+	-

Associate Vice President of Financial Services

Personalize

Find

View All

First

1-2 of 2

Last

	Area	Approver Type	*Empl ID	Name		
1	FIN	AVP		Wallace,Deborah	+	-
2	FIN	Reviewer		Dang,Annie T	+	-

Save

Add

MOU Summary

Approvers

Accounting Detail

Attachments

Never Change the AVP Approver Section

\*The approvers that appear on this page are based on the default approvers set up on the MOU Approvers Table for each Area. Please see *Defining eMOU Approvers* guide for further instructions on setting this up.

2. The top section shows the header information from the MOU Summary Tab, these fields cannot be edited.

MOU Summary

Approvers

Accounting Detail

Attachments

MOU Reference Number

M18008

Fiscal Year

2018-2019

Service Recipient Area

EXL

College of Extended Learning

MOU Approval Status

Open

Service Provider Area

FSV

Financial Services

Description

test

3. Initial and Financial approvers can be changed to meet the needs of each eMOU, follow the steps below if applicable. **All approvers must be setup on the area's Approver table to be assigned as an approver on an eMOU.**
  - To add an approver, select the plus sign on the last approver in the section that needs to be changed, either Initial or Financial. A new blank line will appear.

	*Area	*Approver Type	*Empl ID	Name	
1	EXL	Initial			+ -
2	FSV	Initial			+ -
3					+ -

- Use the magnifying glass to select the area you wish to assign an approver, a look up window will appear. The Area's displayed in this look up are restricted to those selected on the MOU Summary Page.

Look Up Area

Cancel

Search Results

View 100 First 1-2 of 2 Last

MOU Area	Description
EXL	College of Extended Learning
FSV	Financial Services

- Use the magnifying glass to select an approver type.
  - For Initial Approvers/Reviewers section the following look up box will appear.

Look Up Approver Type

Select one of the following values:

- I Area Initial Approver
- R Reviewer

Cancel

- For Financial Approvers section, the approver type defaults to Financial when adding a new line.

	*Area	Approver Type	*Empl ID	Name	
2	EXL	Financial			+ -
3	FSV	Financial			+ -
4		Financial			+ -

- Use the magnifying glass to select an employee ID from the authorized approvers maintained on the Approver table. The Approvers displayed in this look up are restricted to those on the approver table.

Look Up Empl ID

Cancel

Search Results

View 100 First 1-2 of 2 Last

MOU Initial Area	Initial Approver	Empl ID	Name
FSV	Initial		
FSV	Initial		

4. Once all approvers/reviewers have been assigned, click save and continue to [Accounting Detail](#) section below.

## INPUTTING ACCOUNTING DETAIL INFORMATION

- This page is used to assign specific chartfields to the eMOU for both the Service Provider and Service Recipient.
  - Service Provider:** Breaks out the service reimbursement revenue by salaries, benefits, and operating expenses.
  - Service Recipient:** Defines the chartfield string to be used to record the expense.
- The top section shows the header information from the MOU Summary Tab, these fields cannot be edited. MOU Total Amount defaults in from MOU Summary page.

MOU Summary	Approvers	Accounting Detail	Attachments
MOU Reference Number	M18008	Fiscal Year	2018-2019
Service Recipient Area	EXL College of Extended Learning		
Service Provider Area	FSV Financial Services	MOU Total Amount	10000.00
Description	test		

- The *Reimbursement: Service Provider* section should be used to distribute the reimbursement between salaries, benefits and operating expenses. Use the magnifying glass on each field to see the acceptable values. Key in the amount for reimbursement on each accounting line.

Reimbursement: Service Provider									
<b>Salaries</b>									
	*Fiscal Year	*Account	*Fund Code	*Department	*Program Code	*Class Field	Project	Amount	
1	2018-2019	580815	54325	10035	9999	99991		5000.000	
Salaries Total								5000.000	
<b>Benefits</b>									
	*Fiscal Year	*Account	*Fund Code	*Department	*Program Code	*Class Field	Project	Amount	
1								0.000	
Benefits Total									
<b>Operating Expenses</b>									
	*Fiscal Year	*Account	*Fund Code	*Department	*Program Code	*Class Field	Project	Amount	
1								0.000	
Operating Expenses Total								0.000	
<b>Reimbursement Grand Total</b>								5000.000	

Maintains Running Subtotals

\* Multiple lines can be added in each section to accommodate spilt reimbursement across different chartfield combinations as well as multi-year eMOUs by clicking the plus sign on the right of each line.

- Available chartfield values are controlled by attributes, MOU-EXTERNAL and MOU-INTERNAL. These attributes determine if a value is eligible for the module. Below is a matrix that outlines the chartfields available for use for each area type.

Area Type Value	Chartfield	Chartfield Values	Final Billing Approval	Reimbursement Document
E = External Auxiliary Entity	Account	580824 - 580826	Accounts Receivable	Invoice
	Fund Code	48541*		
	Class Code	99991 – 99995		
I = Internal Campus Entity	Account	570441	Trust Accounting	Journal Entry
		570444		
		580814 – 580816		
		617001		
	Fund Code	670441		
		670444		
		44101		
		444xx		
	Class Code	45201		
		47201		
		48540*		
		53101		

\*Beginning FY18-19

- The *Expenses: Service Recipient* section should be used to distribute the expenses related to the eMOU. Use the magnifying glass on each field to see the acceptable values. Key in the amount for reimbursement on each accounting line.

**Expenses: Service Recipient**

Expenses Personalize Find First 1 of 1 Last

	*Fiscal Year	*Account	*Fund Code	*Department	*Program Code	Class Field	Project	Amount
1	2018-2019	617001	44101	10274	9999			10000.000
<b>Expenses Grand Total</b>								10000.000

Maintains Running Subtotal

\* Multiple lines can be added in each section to accommodate spilt reimbursement across different chartfield combinations as well as multi-year MOUs.

- When selecting an external service recipient, i.e. an Auxiliary, the *Expenses: Service Recipient* section will display the Auxiliary information.

**Expenses: Service Recipient**

Customer ID C000000004 SeqNum 0 The University Corporation General Accounting Attn: Stacey Lord  
18111 Nordhoff Street Northridge CA 91330-8309

Expenses Personalize Find First 1 of 1 Last

	*Fiscal Year	Account	Fund Code	Department	Program Code	Class Field	Project	Amount
1								0.000
<b>Expenses Grand Total</b>								0.000

\* Multiple lines can be added in each section to accommodate spilt reimbursement across different chartfield combinations as well as multi-year MOUs.

- Use the magnifying glass on the SeqNum to display a look up box that shows the available billing options for each Auxiliary. Pick the one applicable to the eMOU.
  - Combo edits do not exist on chartfield values when the service recipient is an Auxiliary.
- Once all pertinent accounting information has been keyed in, click **Save**. This ensures that all totals are calculated before submitting the eMOU for approval. If portions of the accounting information are unknown, the module allows the eMOU to be saved even if the Reimbursement and Expense sections do not balance. However, the eMOU cannot be submitted for approval until all totals balance.

MOU Summary | Approvers | Accounting Detail | Attachments

MOU Reference Number M18008 Fiscal Year 2018-2019

Service Recipient Area EXL College of Extended Learning

Service Provider Area FSV Financial Services MOU Total Amount 10000.00

Description test

**Reimbursement: Service Provider**

Operating Expenses Total 0.000

**Reimbursement Grand Total** 5000.000

**Expenses: Service Recipient**

**Expenses Grand Total** 0.000

Save Return to Search Previous in List Next in List Add

MOU Summary | Approvers | Accounting Detail | Attachments



## ADDING ATTACHMENTS

1. This page is used to attach supporting documentation for the eMOU. At the initial stages of the eMOU, prior to submission, attachments may be added or deleted. Once submitted, an approver may only add subsequent documents; they **cannot** delete them.
2. Select **Add Attachment** on the Attachments page.

The screenshot shows the 'Attachments' tab of an MOU form. At the top, there are tabs for 'MOU Summary', 'Approvers', 'Accounting Detail', and 'Attachments'. Below these, a summary box contains the following information:

MOU Reference Number	M18008	Fiscal Year	2018-2019
Service Recipient Area	EXL College of Extended Learning	MOU Approval Status	Open
Service Provider Area	FSV Financial Services	MOU Total Amount	10,000.00
Description	test		

Below the summary box is a table with the following columns: Attachment, Description, User, Name, and Date/Time Stamp. The table is currently empty, showing only a header row and a single row with the number '1' in the 'Attachment' column. Below the table, there is a message: 'Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.' At the bottom, there is a button labeled 'Add Attachment'.

3. Select **Browse** to add files.

The screenshot shows a 'File Attachment' dialog box. It has a title bar with 'File Attachment' and a close button. Inside, there is a 'Browse...' button, a 'No file selected.' message, and 'Upload' and 'Cancel' buttons. The 'Browse...' button is highlighted with a red box.

4. After selecting file, click **Upload**.

The screenshot shows the 'File Attachment' dialog box again. This time, the 'Browse...' button is disabled, and the text 'eMOU Create.doc' is displayed next to it. The 'Upload' button is highlighted with a red box.

5. The document will appear as an attachment and a description field will become available. Continuing adding attachments as necessary and when completed click **Save**.

The screenshot shows the 'Attachments' tab of the MOU form. The summary box at the top is the same as in the first screenshot. Below it, the attachment table now has one row with the following data:

1	eMOU_Create.doc			
---	-----------------	--	--	--

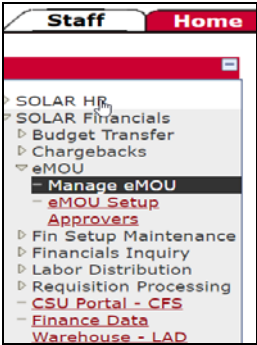
Below the table, there is a message: 'Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.' At the bottom, there is a button labeled 'Add Attachment'.

At the bottom of the page, there is a 'Save' button highlighted with a red box.

SUBMITTING AN eMOU FOR APPROVAL

1. To submit an eMOU select the following menu path:

SOLAR Financials > eMOU > Manage eMOU > Create/Update/Bill eMOU



2. Click search on the **Find an Existing Value** page:

A screenshot of the 'Create/Update/Bill eMOU' search page. The page has a header 'Create/Update/Bill eMOU' and a sub-header 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two buttons: 'Find an Existing Value' (highlighted) and 'Add a New Value'. A 'Search Criteria' section is expanded, showing various search filters: 'MOU Reference' (begins with), 'Service Provider Area' (begins with), 'Service Recipient Area' (begins with), 'Fiscal Year' (begins with), 'Approval Status' (is), 'MOU Billing Status' (is), and 'Billing Approval Status' (is). There is also a 'Case Sensitive' checkbox. At the bottom are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

3. The search results will be restricted based on the user’s access within the eMOU module.
4. Select the eMOU that is ready for submission, you will be brought to the MOU Summary page. After carefully reviewing the eMOU information for accuracy, click the **Save** button. By clicking save, the system will sum the totals from the Accounting Detail Tab.

A screenshot of the 'MOU Summary' page. The page has tabs for 'MOU Summary', 'Approvers', 'Accounting Detail', and 'Attachments'. The 'MOU Summary' tab is active. It displays the following information: 'MOU Reference Number' M18008, '\*Fiscal Year' 2018-2019, '\*Service Recipient' EXL College of Extended Learning, 'MOU Approval Status' Open, '\*Service Provider' FSV Financial Services, 'MOU Total Amount' 10,000.00, 'Account Detail Total' 10,000.00, and 'Description' test. Below this is a 'Service Summary' section with a text area containing 'test'. A 'How costs determined' section also contains 'test'. 'Start Date' is 07/01/2018 and 'End Date' is 06/30/2019. A note states: 'Note: These dates are for reporting and informational use.' Below the note are 12 'Billing Date' fields, numbered 1 through 12, each with a date picker. At the bottom is a 'Submit For Approval' button. In the bottom left corner, there is a 'Save' button (highlighted with a red box) and an 'Add' button. The footer shows the navigation tabs: 'MOU Summary | Approvers | Accounting Detail | Attachments'.

- Check that the Accounting Detail Total and MOU Total Amount are balanced, if not make necessary corrections on the Accounting Detail tab.
- Once the eMOU is ready for submission, click **Submit for Approval**.

MOU Summary | Approvers | Accounting Detail | Attachments

MOU Reference Number M18008 \*Fiscal Year 2018-2019

\*Service Recipient EXL College of Extended Learning MOU Approval Status Open

\*Service Provider FSV Financial Services

MOU Total Amount 10,000.00 Account Detail Total 10,000.00

Description test

Submit For Approval

Save Add

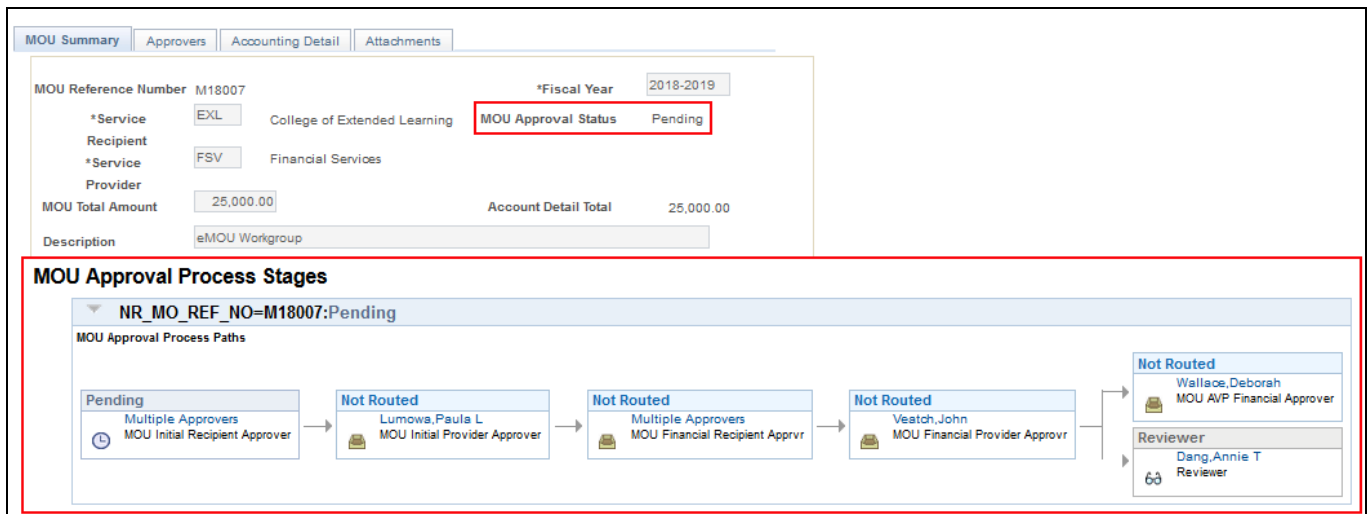
- Edits are in place to ensure the reimbursement and expense totals do not exceed the **MOU Total Amount**. If the **Account Detail Amount** does not equal the **MOU Total amount**, the eMOU cannot be submitted. The following error message will appear, click **OK** to return to the summary tab and make corrections.

Message

MOU Total Amount <-> Accounting Detail Grand Total Amount. (20000,501)

OK

- The submission will trigger the eMOU document approval workflow. Approvers **will not** have an independent page and queue separate from the eMOU document pages. The workflow can be viewed on the MOU Summary page:



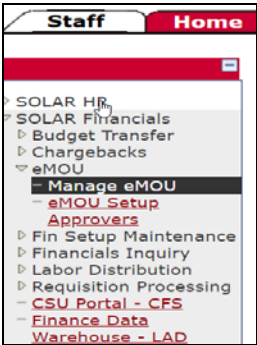
- \* The **MOU Approval Status** is changed from Open to Pending, this indicates the document is pending approval.
  - \* In the **MOU Approval Process Stages** section, you can see whose approval is pending.
- For detailed information on approving eMOUs, please refer to the [Approving or Denying eMOU Submissions](#) guide.

APPROVING OR DENYING eMOU SUBMISSIONS

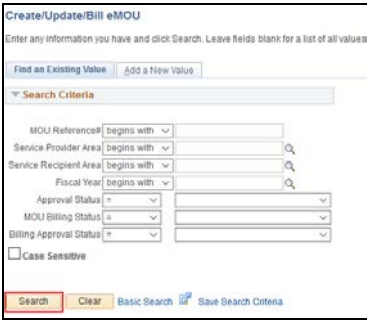
The approval workflow within eMOU always flows through the same path. The service recipient approves first followed by the service provider in each approval level; initial and financial. The workflow for the original submission will require all approvers at each level by area to approve before advancing to the next level. As the workflow passes each stage, the appropriate approval command button *will become* available to the next approval level users as defined on the Approvers page. Email notifications will be sent at each approval level.

- 1. To approve an eMOU select the following menu path:

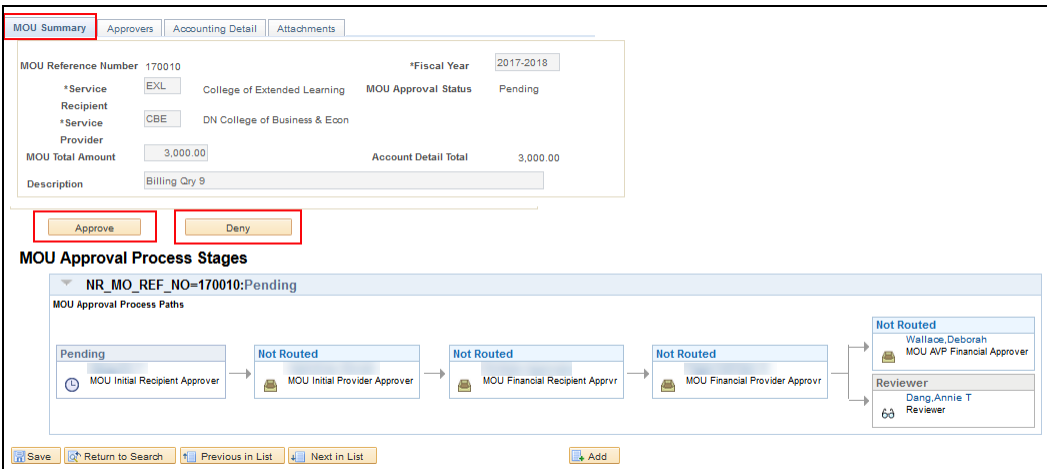
SOLAR Financials > eMOU > Manage eMOU > Create/Update/Bill eMOU



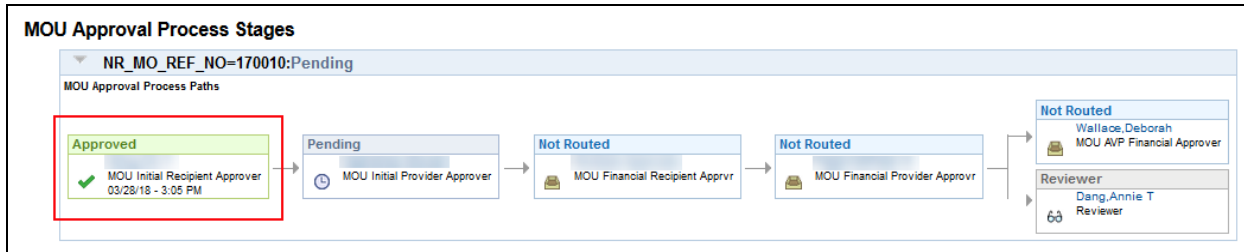
- 2. Click search on the **Find an Existing Value** page:



- 3. The search results will be restricted based on the user’s access within the eMOU module. Approvers *will not* have an independent page or queue separate from the eMOU document pages.
- 4. Select the eMOU that is ready for approval, you will be brought to the MOU Summary page. Click **Approve** or **Deny** once the eMOU has been reviewed.



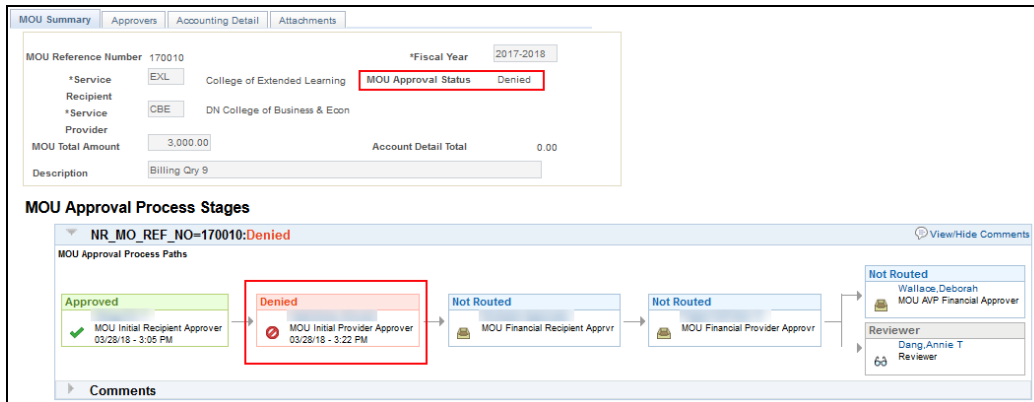
5. If **Approve** is selected, the **MOU Approval Process Stages** will flip to approved at that level and the approval workflow will continue.



6. If **Deny** is selected, a MOU Comment box will appear. This is a required field, you must indicate why you are denying the transaction. Click **Deny**.

The "MOU Comment" dialog box has a "Comment" label and a text area containing "Denying MOU - test". Below the text area are two buttons: "Deny" (highlighted with a red border) and "Cancel".

\* When denying an eMOU, the **MOU Approval Status** changes to **Denied** and allows the eMOU to be reopened to make any necessary changes. Once all changes have been made, the document can be resubmitted and the approval workflow starts over.



## 7. eMOU Submission Approval Statuses

Status Field	Values	Default	Description	Attributes	Billing Allowed	Email Notification
<b>MOU Submission</b>						
<b>Approval</b>	Open	Y	Open or New	Allows Data Entry Add & Delete Attachments	N	N
	Pending	N	Pending Approval	Initiates Approval Workflow Reverts to Open if opened for updates. Add Attachments Only	N	Y
	Approved	N	Approved at all levels	MOU in Effect Add Attachments Only Opens the Billing page	Y	Y
	Canceled	N	Canceled	MOU no longer in effect	N	Y
	Denied	N	Denied & Sent Back	Status reverts to Open if opened for updates. Temp status for as long as the MOU remains unopened.	N	Y
	Closed	N	Completed	MOU Finalized & Billed	N	N

8. To view the history of the approval workflow, click **Comments** in the **MOU Approval Process Stages** section.

MOU Approval Process Stages

NR\_MO\_REF\_NO=M18001:Approved

MOU Approval Process Paths

Skipped

MOU Initial Recipient Approver  
03/13/18 - 5:46 PM

Approved

MOU Initial Provider Approver  
03/15/18 - 1:04 PM

Approved

MOU Financial Recipient Approver  
03/15/18 - 1:11 PM

Approved

MOU Financial Provider Approver  
03/15/18 - 1:18 PM

Approved

Wallace, Deborah  
MOU AVP Financial Approver  
03/15/18 - 1:38 PM

Reviewer

Dang, Annie T  
Reviewer

Comments

Comment History

\*This section will expand to show Comments, if any action other than Approve is taken, the system will display a comment.

MOU Approval Process Stages

NR\_MO\_REF\_NO=M18001:Approved

MOU Approval Process Paths

Skipped

MOU Initial Recipient Approver  
03/13/18 - 5:46 PM

Approved

MOU Initial Provider Approver  
03/15/18 - 1:04 PM

Approved

MOU Financial Recipient Approver  
03/15/18 - 1:11 PM

Approved

MOU Financial Provider Approver  
03/15/18 - 1:18 PM

Approved

Wallace, Deborah  
MOU AVP Financial Approver  
03/15/18 - 1:38 PM

Reviewer

Dang, Annie T  
Reviewer

Comments

System at 03/13/18 - 5:46 PM  
Requester (102514748) is approver on step number 1, path 1, stage 10, but self-approval criteria not met. (18081,1030)

Comment History

9. To view specific details of the approval history, click **Comment History** in the **MOU Approval Process Stages** section.

MOU Approval Process Stages

NR\_MO\_REF\_NO=M18001:Approved

MOU Approval Process Paths

Skipped

MOU Initial Recipient Approver  
03/13/18 - 5:46 PM

Approved

MOU Initial Provider Approver  
03/15/18 - 1:04 PM

Approved

MOU Financial Recipient Approver  
03/15/18 - 1:11 PM

Approved

MOU Financial Provider Approver  
03/15/18 - 1:18 PM

Approved

Wallace, Deborah  
MOU AVP Financial Approver  
03/15/18 - 1:38 PM

Reviewer

Dang, Annie T  
Reviewer

Comments

Comment History

\*This section will expand to show any history available for viewing. Click **View History**.

MOU Approval Process Stages

NR\_MO\_REF\_NO=M18001:Approved

MOU Approval Process Paths

Skipped

Dang, Chi T  
MOU Initial Recipient Approver  
03/13/18 - 5:46 PM

Approved

Keshishian, Sloneh  
MOU Initial Provider Approver  
03/15/18 - 1:04 PM

Approved

Brooks, Marie-Gabrielle  
MOU Financial Recipient Approver  
03/15/18 - 1:11 PM

Approved

Fager, Cathleen S  
MOU Financial Provider Approver  
03/15/18 - 1:18 PM

Approved

Wallace, Deborah  
MOU AVP Financial Approver  
03/15/18 - 1:38 PM

Reviewer

Dang, Annie T  
Reviewer

Comments

Comment History

Dang, Chi T at 03/13/18 - 5:46 PM

View History

10. A new window will pop up and show approval details. Click **Comments** to see more information.

Approval History

Approval Process NR\_MOU\_APPROVAL Definition ID NRCMP

Last Reference# M18001

MOU Approval Process Stages

NR\_MO\_REF\_NO=M18001:Denied

MOU Approval Process Paths

Denied

Dang, Chi T  
MOU Initial Recipient Approver  
03/13/18 - 5:39 PM

Terminated

Keshishian, Sloneh  
MOU Initial Provider Approver

Terminated

Multiple Approvers  
MOU Financial Recipient Approver

Terminated

Fager, Cathleen S  
MOU Financial Provider Approver

Terminated

Wallace, Deborah  
MOU AVP Financial Approver

Reviewer

Dang, Annie T  
Reviewer

Comments

Dang, Chi T at 03/13/18 - 5:39 PM  
Change Billing Date to 08/31/2018