

AR Audit 2.1

enhancement guide

July 21, 2016

Version 1.3

# Overview

The Seaboard Corporate Finance SharePoint web application “SharePoint - AR Audit” (hereafter referred to as the “Audit site”) currently has a need to have several enhancements to the application, including a direct link to a Workflow Task list for the purposes of approvals and the ability to cancel an Audit that is in process.

# Requirements overview

1. Add a button on the AR Audit display/edit form that allows Corp Finance to approve/reject the workflow task
2. Add reminders to all workflows based on Audit Due Date
3. Add attachments from the main AR site for all items selected for Audit
4. Create a "Cancel Audit" workflow

# Key Information

* SharePoint 2013 Enterprise edition (on-prem)
* Web application name: SharePoint – AR Audit
* URL: http://araudit.seaboardcorp.com
* List: Audits (/lists/audits)
* List: Workflow Tasks (/workflowtasks)
* Workflows: Nintex Workflow 2013
* Forms: Microsoft InfoPath 2013

# Background

Seaboard Corporate Finance has a SharePoint site (http://araudit.seaboardcorp.com) dedicated to the auditing of financial appropriation requests (AR) that are submitted by Seaboard employees and divisions requesting monies and purchases for capital expenses. This AR Audit site contains all approved ARs that are migrated from another SharePoint web application.

The AR Audit site contains several lists related to the function of the process, however for the purposes of this requirement document the key lists to consider are:

The **INCOMING ARs** List (http://araudit.seaboardcorp.com/lists/AR%20Audit)

The Incoming ARs list (formerly called the AR Audit list) is an incoming data dump from another SharePoint web application. It is populated via a workflow and only contains approved ARs from another site. This list is where Corporate Finance chooses ARs to audit. Any ARs chosen to be audited are copied over to the AR Audits list.

The **AR Audits** List (http://araudit.seaboardcorp.com/lists/audits)

This is the main Audits list for the AR Audit site – it contains all of the information the Corporate Finance needs to complete the financial audit. It allows Finance to request an audit, request information, view information submitted by users, and complete/close an audit. The list contains an Audit Approval workflow that is built in Nintex Workflow 2013. It also includes several custom forms built in InfoPath 2013 with custom form loads, rules, and views based on the workflow state.

The **Workflow Tasks** List (http://araudit.seaboardcorp.com/workflowtasks)

This is the main workflow tasks list used in the AR Audits list workflow mentioned above. All tasks related to the AR Audit process (briefly described in the next section) are housed in this Workflow Tasks list.

# REquirement 1 – Add a Button on the AR Audit display form that allows the user to approve the workflow task

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| --- | --- | --- |
| Requested by: | Ben Hodes | Corporate Finance |
| Request type: | Enhancement |  |
| Hours to complete: | 16 - 24 |  |
| 3rd Party Developer: | Yes | Core Catalysts |
| Estimated Cost: | **$2,688.00 - $4,032.00** |  |
| We need to have a direct link to a current workflow task to be available as a reference link/button on the AR Audits list form. Corporate Finance wants to be able to get to their workflow task directly from the AR Audit item they are viewing in the AR Audits list. They do not want to always go directly to the Workflow Tasks list to approve/reject items.  This requirement will require a 3rd Party SharePoint consultant, **Core Catalysts**, to develop the solution and build out the requirements.  The estimated cost is between $2,688.00 - $4,032.00 for this enhancement. | | |

# REquirement 2 – Add Reminders to All Workflows BASED ON AUDIT DUE DATE

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| --- | --- | --- |
| Requested by: | Ben Hodes | Corporate Finance |
| Request type: | Enhancement |  |
| Hours to complete: | 8 - 16 |  |
| 3rd Party Developer: | No |  |
| Estimated Cost: | **$0.00** |  |
| Reminders will be built into the Audit workflow that will send email notification (reminders) to the Finance Leader, AR Creator, and AR Owner users. Reminders will come:   1. 2 weeks prior to deadline (for items with Due Dates longer than 30 days) 2. 1 week prior to deadline 3. 2 days prior to deadline 4. Day before deadline | | |

# REquirement 3 – add attachments from the main ar site for all items selected for audit

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| --- | --- | --- |
| Requested by: | Ben Hodes | Corporate Finance |
| Request type: | Enhancement |  |
| Hours to complete: | 8 |  |
| 3rd Party Developer: | Yes | Oakwood Systems |
| Estimated Cost: | **$1,400.00** |  |
| Finance has requested that the attachments that are included in an Approved AR from the main AR system (ar.seaboardcorp.com) be included in any item chosen for Audit on the AR Audit site. This requires us to create a SOAP query/lookup reference using Nintex Workflow 2013 and some custom code.  This code requires the use of a 3rd party web/SharePoint developer. We are using Oakwood Systems for this work. It is estimated to be 8 hours to complete for a cost of $1400.00 | | |

# REquirement 4 – create a “cancel Audit” workflow

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| --- | --- | --- |
| Requested by: | Ben Hodes | Corporate Finance |
| Request type: | Enhancement |  |
| Hours to complete: | 16 - 24 |  |
| 3rd Party Developer: | No |  |
| Estimated Cost: | **$0.00** |  |
| Finance has asked for a way to cancel an Audit that is currently in-process or active. This will require a new workflow to be created. | | |