Solver Budgeting – Workflow Diagram

Solver OMB Admin publishes workflow

Entry User sees yellow workflow card first and must create assignments for IPU forms

IPU Form created and set to “New”

Agency Approver sees workflow after forms are created by Entry User

Entry User opens IPU form for the first time

IPU form set to “In Progress”

Entry user performs data entry and saves data

No

Mark “Complete Assignment”

Yes

Agency Approver receives “To Approve” Status and opens the form

Mark as Approved

Reject

Rejection notification sent. Agency Entry opened for data entry. IPU form moved back to “In Progress”

Agency Approver sent “To Approve” status

Entry user locked as read only and Agency Approver sent “To Approve” status

IPU Form moved to “Completed” list and the form is then read only for all

IPU Workflow Complete