Common FAST Purchasing Workflow information

1)   FAST Workflow look up in FAST - A user should be able to review the existing FAST Workflow by using the General Information Tile in FAST. There are 2 menu items that can be used, Search Sig Auth By Chartfield or Search Sig Auth By User to view FAST Workflow.

2)   FAST Workflow for the Travel Module is submitted through the FAST Access Security request in Section C

3)   Accountable Officer (AO) and Accountable Officer Designee (AOD are assigned through the FAST Workflow request but does not grant Bull Marketplace Approver access. If an AO or AOD need to be an Approver, the individual must be requested to be an Approver for a respective individual Chartfield value.

4)   Length of time to update FAST Workflow - If there are no issues or additional information needed from the requestor, updates take 1-2 business days to complete due to multiple offices involved along with other job tasks and University requests to those offices.

5)   FAST Workflow is setup at the individual Chartfield value for Project ID, Initiative, Fund or OU-Dept and not at a Chartfield distribution. There is a Sample Form tab in the FAST Workflow request illustrating how to complete the information or what the request may look like for a Chartfield value. (i.e. – FAST Workflow updates occur at the individual Chartfield value.) Note: FAST Workflow does not look at the Product Chartfield value

6)   FAST Workflow hierarchy in order is Project ID, Initiative, Fund then OU-Dept. This hierarchy is looked at to determine if routing will occur at the individual Chartfield value. Once the first routing Chartfield value is determined, that individual Chartfield value is used to determine the Approvers.

The hierarchy is in this order:

   1) Project ID

   2) Initiative

   3) Fund Code

   4) Operating Unit and Department ID combined value (no spaces or special characters)

7)   There can only be 1 Accountable Officer. Accountable Officer must be a USF employee who has a FAST User ID (USF has an automated nightly process that creates a FAST User ID for new employees).

8)   FAST Purchasing Workflow request can be found on the University Controller's website in the UCO Forms section. Most updated version is placed here.

9)   Bull Marketplace Approver- Approver is added through the FAST Workflow request process for individual Chartfield values of Project ID, Initiative, Fund or OU-Dept.

If a person is assigned as an Approver to any Chartfield value in FAST Workflow, the person will be granted the Approver role for Bull Marketplace automatically unless their FAST User ID is locked. This will occur when the Approver FAST Workflow is added intentionally or unintentionally by an area.

To have the Approver role removed altogether, all Approver FAST Workflow must be requested to be removed. To have the Approver role removed from an individual Chartfield value, the FAST Workflow request must request to remove the Approver from the FAST User ID for the individual Chartfield value.

10)   There is an automated process to update the AO for Research Project ID based on the PI on the Project ID in FAST. When Initiative value is the last 7 digits of the emplid, the AO will be updated to the individual employee the Initiative value is for.

11)   There is an automated process will remove all FAST Workflow for an Inactive Chartfield value for Initiative, Fund and OU-Dept values.

12)   There is an automated process will remove all FAST Workflow for a Research Project ID when the Project Status is Purged.

13)   There is an automated process will remove all FAST Workflow for a Research Project ID except the Accountable Officer when the Project Status is Inactive after 18 months. This will allow for any lagging items needing to be cleared.

14)   There is an automated process will remove all FAST Workflow for a Construction Project ID when the Project Status is Inactive after 18 months. This will allow for any lagging items needing to be cleared.

15)   In FAST using menu item Query Manager in the General Information tile, an area can run the FAST public query - U_FAST_USERID_SRCH_BY_EMPLID to find the FAST User ID searching by emplid

16)   In FAST using menu item Query Manager in the General Information tile, an area can run the FAST public query - U_FAST_USERID_ROLE_BY_EMPLID to find current assigned FAST Roles to a FAST User ID searching by emplid

17)   In FAST using menu item Query Manager in the General Information tile, an area can run the FAST public query - U_FAST_WORKFLOW_ROUTING_EMPLID to show the routings associated with an emplid