Travel and Expense Enhancements Move to Production

Workflow History Link Now Available
You can now see the complete workflow history similar to non-PO vouchers when “viewing” expense reports. A “Workflow History” link can be found under the “Workflow Status” field in the “General Information” section of the document. Click on the link to view status of workflow path. Note that the link is not visible when using the “Approver” navigation; however, the workflow history will be clearly visible toward the bottom of document.

New Adhoc Approver Functionality Now Available
“Adhoc Approvers” can now be inserted into the workflow path of expense reports. The user friendly layout is similar to the one available for non-PO vouchers. Note that approvers must ad hoc another approver into the workflow path as either a “Reviewer” or “Approver.” The “Reviewer” option will only provide viewing access, while the “Approver” option will require action by clicking on the APPROVE button. Make sure you know the ad hoc approver’s employee ID number in advance to ensure accuracy of document routing, or use the “Search” feature to find approver employee. Click on “Insert” button after selection is made.