

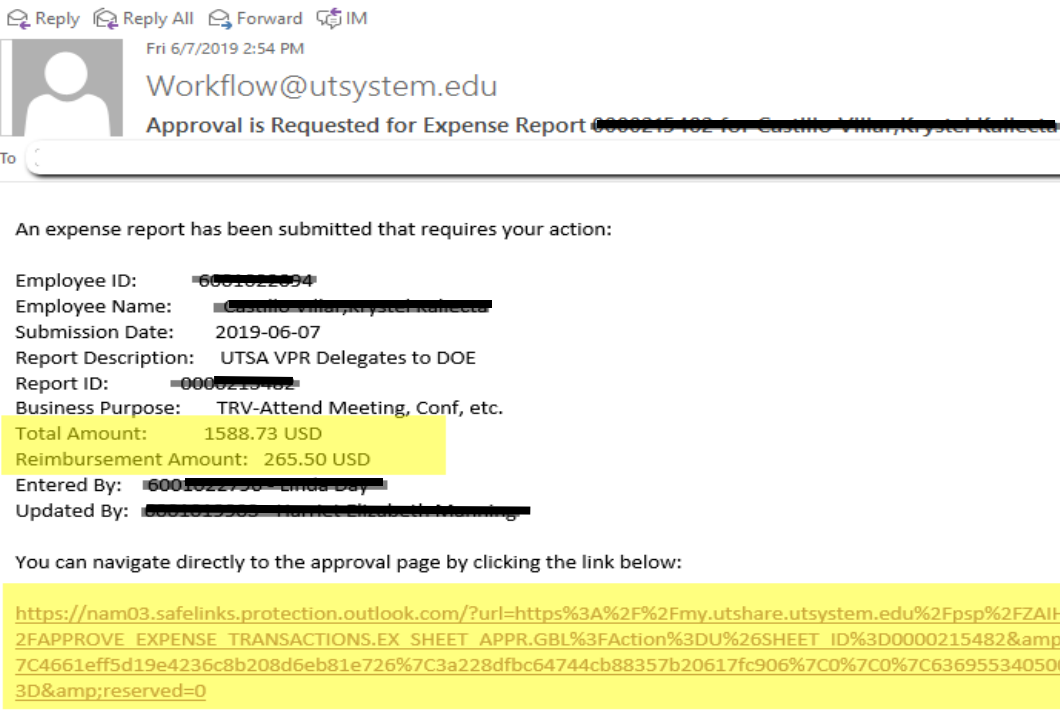
Job Aid for Approvers of Expense Reports

The purpose of this job aid is to provide step-by-step instructions to UTSA department approvers on how to login and approve Expense Report documents in UTShare/PeopleSoft.

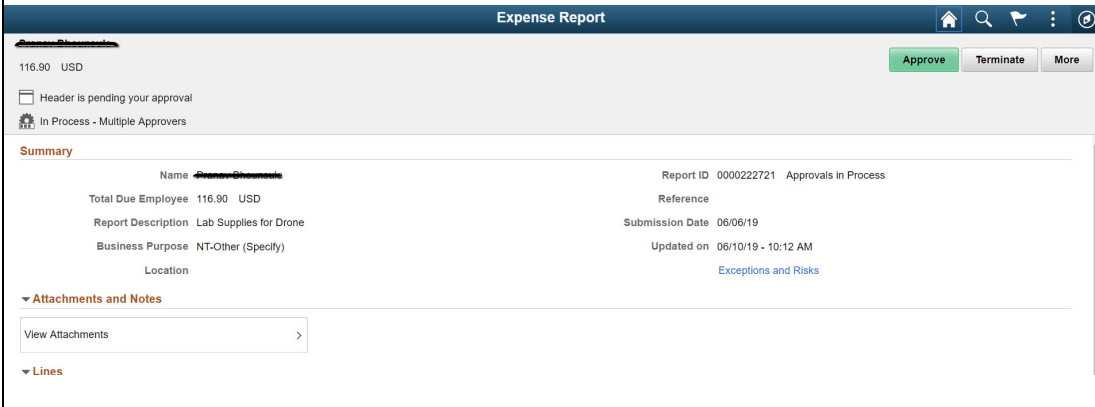
Terminology (see [Appendices, Section D, for Concepts and Workflow functionality](#)):




Approver: Also referred to as “Reviewer” and “Budgetary Authority.” Electronic approval by Department, CostCenter, Projects/Grants, PI (Principal Investigator) or Capital Projects approvers.

Creator: Also referred to as “Originator” or “Requester”. Individual who creates electronic voucher in UTShare/PeopleSoft.

Step	Action
1.	<p>Approval through FIRST ACCESS METHOD: via E-notification will direct you to what is called the Fluid Approval Page.</p> <p>A. Approver will receive e-notification requesting document approval.</p> <p>B. Click on link to access the approval page (Login to PeopleSoft required):</p>  <p>The screenshot shows an email from Workflow@utsystem.edu with the subject "Approval is Requested for Expense Report 0000215482 for Castillo-Villar, Krystal Kalleeta". The email body states: "An expense report has been submitted that requires your action:". It lists the following details: Employee ID: 6001022004, Employee Name: Castillo-Villar, Krystal Kalleeta, Submission Date: 2019-06-07, Report Description: UTSA VPR Delegates to DOE, Report ID: 0000215482, Business Purpose: TRV-Attend Meeting, Conf, etc., Total Amount: 1588.73 USD, Reimbursement Amount: 265.50 USD, Entered By: 6001022730 Linda Day, and Updated By: 6001022509 Pamela Elizabeth Manning. A link is provided to navigate to the approval page: https://nam03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmy.utsystem.edu%2Fapp%2FAPPROVE_EXPENSE_TRANSACTIONS.EX_SHEET_APPR.GBL%3FAction%3DU%26SHEET_ID%3D0000215482&...&reserved=0</p> <p>Note: The approver should take note of the Total Amount and the Reimbursable Amount listed in the email notification. This data is an overview of total expenses versus the actual reimbursement owed to the employee.</p>

Step	Action
2.	<p><u>Access UTShare/PeopleSoft:</u></p> <p>For off-campus use, PeopleSoft access requires the Two-Factor Authentication log-in. For more information on set up: http://utsacloud-public.sharepoint.com/Pages/TwoFactorAuthentication/GeneralInformation/TwoFactorAuthentication.aspx</p>

Step	Action
3.	<p>After logging into UTShare/PeopleSoft, the landing page will be referred to as the <i>Expense Report Approval Page</i></p>  <p>Approver must first review general information and attached documentation from <i>the Expense Report Approval Page</i>. Ensure all documentation has been attached. Click on “Attachments” link to access and view documents individually. This example shows two documents are attached to voucher. (See Appendices, Section B and C, to view supporting documentation requirements).</p> <p>Summary</p> <p>Name Disbursements</p> <p>Total Due Employee 116.90 USD</p> <p>Report Description Lab Supplies for Drone</p> <p>Business Purpose NT-Other (Specify)</p> <p>Location</p> <p>▼ Attachments and Notes</p> <p>View Attachments ></p> <p>▼ Lines</p>

Step	Action										
4.	<p data-bbox="345 298 868 331">Click on the <i>Link</i> to view the attachment.</p> <div data-bbox="451 331 1429 709"><p data-bbox="938 344 1075 373">Attachments</p><p data-bbox="532 386 711 411">Report ID 0000222721</p><p data-bbox="461 428 789 453">Report Description Lab Supplies for Drone</p><p data-bbox="467 499 594 525">▼ Attachments</p><table border="1" data-bbox="487 583 1425 684"><thead><tr><th data-bbox="529 596 607 621">Sequence</th><th data-bbox="672 596 782 621">Attached File</th><th data-bbox="948 596 1042 621">Description</th><th data-bbox="1094 596 1188 621">Entered by</th><th data-bbox="1273 596 1367 621">Updated on</th></tr></thead><tbody><tr><td data-bbox="591 638 607 663">1</td><td data-bbox="630 638 863 672"> amazon_drone_project.pdf</td><td data-bbox="948 638 1042 663"></td><td data-bbox="1078 638 1205 663">[REDACTED]</td><td data-bbox="1273 638 1399 663">06/06/19 3:43PM</td></tr></tbody></table></div>	Sequence	Attached File	Description	Entered by	Updated on	1	 amazon_drone_project.pdf		[REDACTED]	06/06/19 3:43PM
Sequence	Attached File	Description	Entered by	Updated on							
1	 amazon_drone_project.pdf		[REDACTED]	06/06/19 3:43PM							

5.

Review funding source or ChartField string(s). Use slide bar to view complete ChartField string(s). This example only shows one cost center as funding source.

▼ Lines 3 rows

Risk/Exception	Date/Expense Type	Reimbursement Amount	
	04/01/19 NT-Consum Supplies Non-Office	47.64 USD	>
	05/29/19 NT-Consum Supplies Non-Office	14.89 USD	>
	05/29/19 NT-Consum Supplies Non-Office	54.37 USD	>

Select View Accounting

Line Detail

Transaction Date	04/01/19	Payment Method	Paid By Employee
Expense Type	NT-Consum Supplies Non-Office	Merchant	
Description	supplies	Location	
Billing Action	Billable	Personal Expense	N
		Receipt Verified	N

[Exceptions and Risks](#)

Accounting

View Accounting >

You are now able to review the accounting information for the line

Accounting

Accounting

Expense Type NT-Consum Supplies Non-Office
Amount 47.64 USD

Accounting Details

GL ChartFields Show All

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	*Account	Fund	Dept	Cost Center	Function	Progra
47.64	UTSA1	47.64	USD	1.00000000	63001	5500	AEN003	004003	000	

To View Multiple Funding Sources in Fluid:

If more than one funding source is used, then click on the arrow for each line to view additional distribution lines.

7.

Reimbursable and Non Reimbursable lines in Fluid:

The approver may review the e-notification to review the **Total Amount** of the expense report versus the **Reimbursement Amount** owed to the employee.

To review if a line is reimbursable or non-reimbursable in Fluid, the approver will need to review each expense line to verify whether the expense line is marled as a Personal Expense or not:

If the expense line is reimbursable, the Personal Expense will be marked **N**

TR-Out of St-Meals Per Diem

57.00 USD

Line Detail

Transaction Date 03/31/19

Payment Method Paid By Empl

Expense Type TR-Out of St-Meals Per Diem

Merchant

Description First Day of travel

Location DC WASHING

Billing Action Billable

This means that the expense will be reimbursed to the employee

Personal Expense N

Receipt Verified N

Accounting

View Accounting >

If the expense line is not reimbursable, the Personal Expense will be marked **Y**

TR-Out of St-Lodging

251.00 USD

Line Detail

Transaction Date 03/31/19

Payment Method Paid By Employee

Expense Type TR-Out of St-Lodging

Merchant Kimpton Monaco

Description CLIBA Purchase (Beth Manning's card) GSA ra

Location DC WASHINGTON

Billing Action Billable

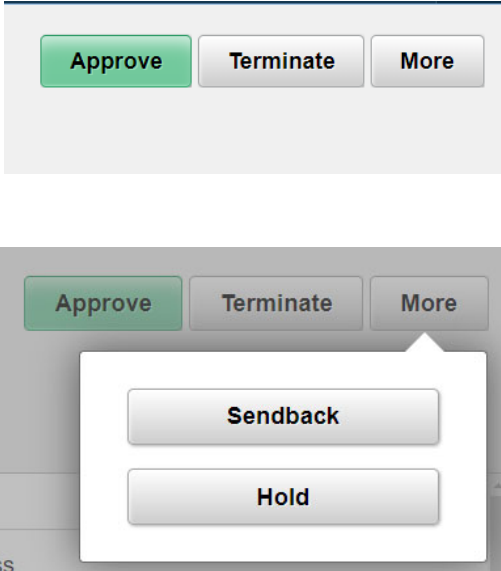
This means that the expense line will not be reimbursed to the employee

Personal Expense Y

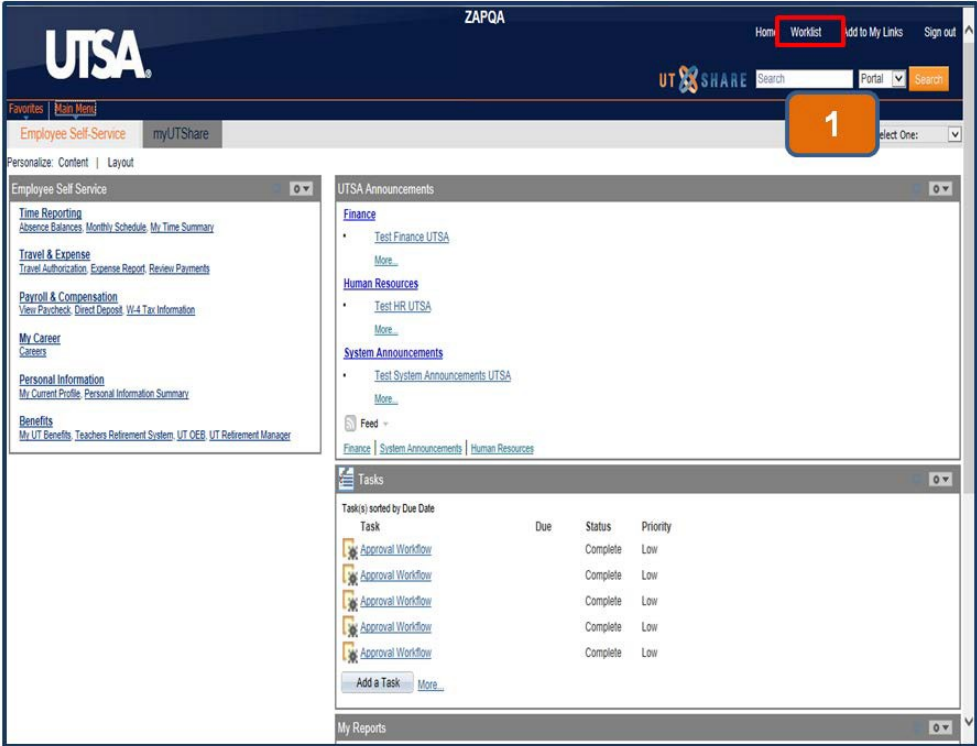
Receipt Verified N

Accounting

View Accounting >

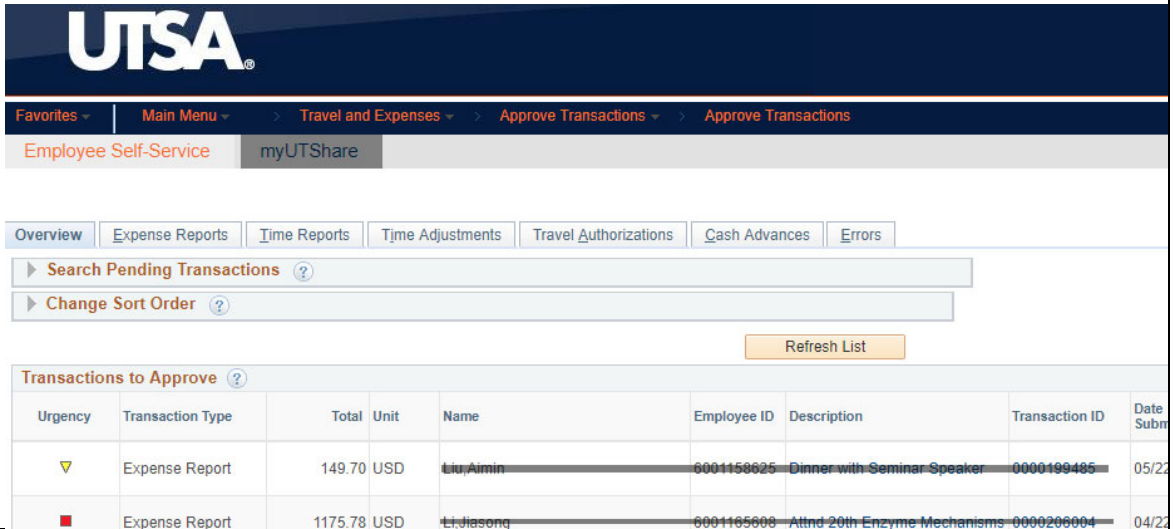
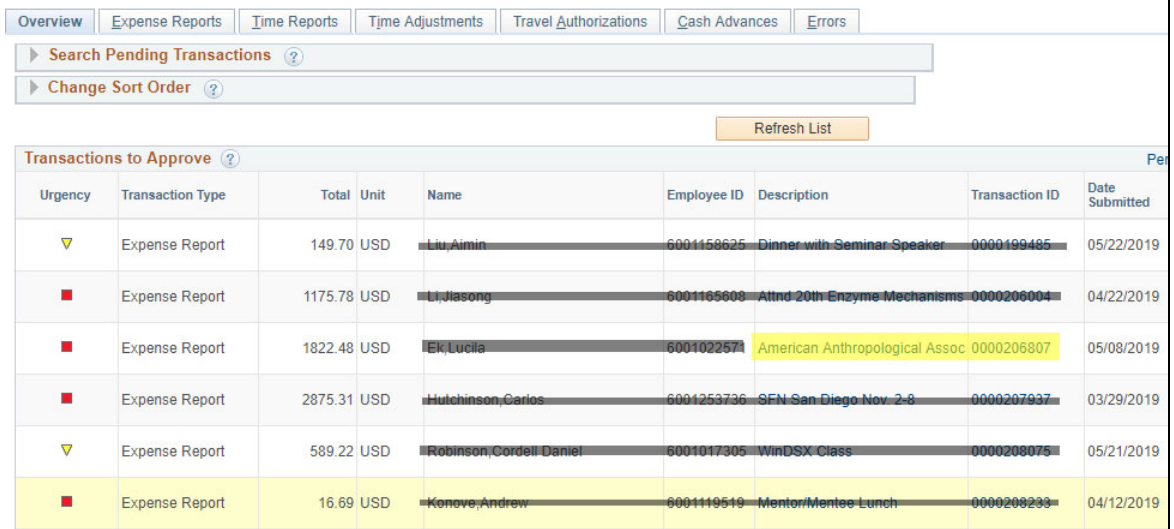
Step	Action
8.	<p>Approver must then APPROVE or SEND BACK or Terminate document.</p> <ol style="list-style-type: none"> 1. If approved, the document will then route to the next budgetary authority. 2. If sent back, the document will return to the creator for corrections/modifications. Comments will be required (e.g. missing documentation, used wrong funding source, invoice amount discrepancies, selection of wrong vendor, etc.). 3. If terminated, the document will not be able to be modified or resubmitted. Comments will be required. <p>The HOLD button will suspend the document from continuing the workflow path on to the next level of approval. <i>See Appendices, Sections E and F, to view documents in different stages with DENIED and PUSH BACK status, and Section G, to view documents with workflow showing multiple approvers).</i></p> <p><i>See type of action buttons available on below screenshot. Notice that functionality for shaded buttons is not an option. The only available options in this example are the APPROVE, SEND BACK, ADD COMMENTS and HOLD buttons.</i></p> 

Step	Action
9.	<p><u>Approval Chain:</u> This example has two workflow approval levels: Cost Center Approval and AP Approval.</p> <p>▼ more information</p> <p>View Attachments (1) ></p> <p>Approver Comments</p> <p>Approval Chain ></p> <p>Approval Chain [x]</p> <p>Employee Certification</p> <p>▼ SHEET_ID=0000222721 Approved</p> <p>Employee Certification</p> <p>✓ Approved</p> <p>Praveen Srinivasulu Reviewer 06/06/19 4:11 PM ></p> <p>Cost Center Approval</p> <p>▼ SHEET_ID=0000222721 Approved</p> <p>Cost Center Approval</p> <p>✓ Approved</p> <p>Chenggang Qian Cost Center Approver 06/10/19 10:12 AM ></p> <p>Travel Approval</p> <p>▼ SHEET_ID=0000222721 Pending</p> <p>Start New Path</p> <p>Travel Approval</p> <p>⌚ Pending +</p> <p>Multiple Approvers UTZ_WF_ER_AP_BU_APPR ></p>

Step	Action
10.	<p>Approval of Expense Reports using SECOND ACCESS METHOD: via worklist.</p> <p>A. Log in to PeopleSoft. From home page, click on WORKLIST located in the upper right hand corner of page.</p> <p>Expense Reports that appear on your Worklist are at your budgetary level to approve. It is important to note that there may be more than one approver that may need to approve according to your department setup. Coordinate with other departmental or cost center approvers to identify “primary or front line approvers,” and then those who will serve as “secondary or back up approvers.”</p>  <p>The screenshot shows the UTSA PeopleSoft portal interface. At the top right, the 'Worklist' button is highlighted with a red box and a large orange number '1' is overlaid on it. The page includes a navigation menu on the left with categories like 'Employee Self-Service', 'Time Reporting', 'Travel & Expense', 'Payroll & Compensation', 'My Career', 'Personal Information', and 'Benefits'. The main content area is divided into 'UTSA Announcements' and 'Tasks'. The 'Tasks' section contains a table with columns for Task, Due, Status, and Priority, listing several 'Approval Workflow' tasks that are 'Complete' with 'Low' priority. The 'My Reports' section is partially visible at the bottom.</p>

Step	Action																																																																						
11.	<p>B. As a sorting tool, select filter for “<i>Approval Routing</i>” if voucher is not easily located.</p> <p>C. Click on hyperlink once voucher is located. You will be directed to <i>Voucher Approval Page</i>. All vouchers are listed by “creator” but can be sorted by clicking on column headings (from, date from, work item, etc.) or using the worklist filter.</p> <div data-bbox="354 604 1435 1102"> <p>Worklist Worklist for 6001018830: Elisabeth M Cuadros Detail View Worklist Filters <input type="text"/> Feed -</p> <p>Worklist Items</p> <table border="1"> <thead> <tr> <th>From</th> <th>Date From</th> <th>Work Item</th> <th>Worked By Activity</th> <th>Priority</th> <th>Link</th> <th></th> </tr> </thead> <tbody> <tr> <td>Ch...</td> <td>06/10/2019</td> <td>Approval Routing</td> <td>Approval Workflow</td> <td>2-Medium</td> <td>ERApproval_1818457_UTSHR_2017-04-27_N_0_SHEET_ID:000022721RDC-RA 0 A</td> <td>Reassign</td> </tr> <tr> <td>Di...</td> <td>06/10/2019</td> <td>Approval Routing</td> <td>Approval Workflow</td> <td>3-Low</td> <td>VoucherApproval_786080_NonPOVoucher_2014-10-01_N_0_BUSINESS_UNIT/UTSA1_VOUCHER_ID:00203134RDC-RA 0 A</td> <td>Reassign</td> </tr> <tr> <td>Re...</td> <td>06/10/2019</td> <td>Approval Routing</td> <td>Approval Workflow</td> <td>3-Low</td> <td>VoucherApproval_786192_POVoucher_2014-08-01_N_0_BUSINESS_UNIT/UTSA1_VOUCHER_ID:00209886RDC-RA 0 A</td> <td>Reassign</td> </tr> <tr> <td>Re...</td> <td>06/10/2019</td> <td>Approval Routing</td> <td>Approval Workflow</td> <td>3-Low</td> <td>VoucherApproval_786171_POVoucher_2014-08-01_N_0_BUSINESS_UNIT/UTSA1_VOUCHER_ID:00209884RDC-RA 0 A</td> <td>Reassign</td> </tr> <tr> <td>Su...</td> <td>06/10/2019</td> <td>Approval Routing</td> <td>Approval Workflow</td> <td>3-Low</td> <td>VoucherApproval_786169_POVoucher_2014-08-01_N_0_BUSINESS_UNIT/UTSA1_VOUCHER_ID:00209426RDC-RA 0 A</td> <td>Reassign</td> </tr> <tr> <td>Val...</td> <td>06/10/2019</td> <td>Approval Routing</td> <td>Approval Workflow</td> <td>3-Low</td> <td>VoucherApproval_785867_NonPOVoucher_2014-10-01_N_0_BUSINESS_UNIT/UTSA1_VOUCHER_ID:00209544RDC-RA 0 A</td> <td>Reassign</td> </tr> <tr> <td>Val...</td> <td>06/10/2019</td> <td>Approval Routing</td> <td>Approval Workflow</td> <td>3-Low</td> <td>POVoucher_2014-10-01_N_0_BUSINESS_UNIT/UTSA1_VOUCHER_ID:00209544RDC-RA 0 A</td> <td>Reassign</td> </tr> <tr> <td>Sh...</td> <td>06/10/2019</td> <td>Approval Routing</td> <td>Approval Workflow</td> <td>3-Low</td> <td>POVoucher_2014-10-01_N_0_BUSINESS_UNIT/UTSA1_VOUCHER_ID:00209879RDC-RA 0 A</td> <td>Reassign</td> </tr> <tr> <td>Jo...</td> <td>06/10/2019</td> <td>Approval Routing</td> <td>Approval Workflow</td> <td>2-Medium</td> <td>ERApproval_1817421_UTSHR_2017-04-27_N_0_SHEET_ID:0000221857RDC-RA 0 A</td> <td>Reassign</td> </tr> </tbody> </table> <div data-bbox="876 997 1104 1050" style="border: 1px solid black; padding: 2px; margin: 5px;"> Select document for Review/ Approval using the link </div> </div>	From	Date From	Work Item	Worked By Activity	Priority	Link		Ch...	06/10/2019	Approval Routing	Approval Workflow	2-Medium	ERApproval_1818457_UTSHR_2017-04-27_N_0_SHEET_ID:000022721RDC-RA 0 A	Reassign	Di...	06/10/2019	Approval Routing	Approval Workflow	3-Low	VoucherApproval_786080_NonPOVoucher_2014-10-01_N_0_BUSINESS_UNIT/UTSA1_VOUCHER_ID:00203134RDC-RA 0 A	Reassign	Re...	06/10/2019	Approval Routing	Approval Workflow	3-Low	VoucherApproval_786192_POVoucher_2014-08-01_N_0_BUSINESS_UNIT/UTSA1_VOUCHER_ID:00209886RDC-RA 0 A	Reassign	Re...	06/10/2019	Approval Routing	Approval Workflow	3-Low	VoucherApproval_786171_POVoucher_2014-08-01_N_0_BUSINESS_UNIT/UTSA1_VOUCHER_ID:00209884RDC-RA 0 A	Reassign	Su...	06/10/2019	Approval Routing	Approval Workflow	3-Low	VoucherApproval_786169_POVoucher_2014-08-01_N_0_BUSINESS_UNIT/UTSA1_VOUCHER_ID:00209426RDC-RA 0 A	Reassign	Val...	06/10/2019	Approval Routing	Approval Workflow	3-Low	VoucherApproval_785867_NonPOVoucher_2014-10-01_N_0_BUSINESS_UNIT/UTSA1_VOUCHER_ID:00209544RDC-RA 0 A	Reassign	Val...	06/10/2019	Approval Routing	Approval Workflow	3-Low	POVoucher_2014-10-01_N_0_BUSINESS_UNIT/UTSA1_VOUCHER_ID:00209544RDC-RA 0 A	Reassign	Sh...	06/10/2019	Approval Routing	Approval Workflow	3-Low	POVoucher_2014-10-01_N_0_BUSINESS_UNIT/UTSA1_VOUCHER_ID:00209879RDC-RA 0 A	Reassign	Jo...	06/10/2019	Approval Routing	Approval Workflow	2-Medium	ERApproval_1817421_UTSHR_2017-04-27_N_0_SHEET_ID:0000221857RDC-RA 0 A	Reassign
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Step	Action
12.	<p data-bbox="402 300 1424 516">D. Approver must first review general vendor information and attached documentation from the <i>Expense Approval Page</i>. Ensure all documentation has been attached. Click on “<i>Attachments</i>” link to access and view documents individually. This example shows two documents are attached to voucher. <i>(See Appendices, Section B and C, to view supporting documentation requirements).</i></p> <hr/> <p data-bbox="370 604 446 625">Summary</p> <p data-bbox="597 638 781 659">Name ██████████</p> <p data-bbox="500 672 735 693">Total Due Employee 18.04 USD</p> <p data-bbox="506 705 773 726">Report Description Amazon Purchase</p> <p data-bbox="509 739 776 760">Business Purpose NT-Other (Specify)</p> <p data-bbox="574 772 776 793">Location TX SAN ANTONIO</p> <p data-bbox="370 814 571 835">▼ Attachments and Notes</p> <div data-bbox="358 831 784 940"><p data-bbox="370 856 773 890">View Attachments ></p><p data-bbox="370 907 773 940">View Notes ></p></div>

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13.	Next, follow STEP 5 to review ChartField string(s) on <i>Charge Information Tab</i> .																																																															
14.	Next, follow STEP 8 to approve or deny document.																																																															
15.	Once voucher has been approved by all budgetary authorities, DTS (Disbursements and Travel Services) will review, deny document or approve document for final payment (<i>see Appendices, Section A, to view Workflow Chart of Non PO Vouchers</i>).																																																															
16.	<p>Approvers also have the option to utilize what is called the Classic Approval Navigation by manually navigating to Main Menu > Travel and Expense > Approve Transactions > Approve Transactions</p>  <p>The screenshot shows the UTSA Classic Approval Navigation page. At the top is the UTSA logo. Below it is a navigation bar with 'Main Menu > Travel and Expenses > Approve Transactions > Approve Transactions'. There are also links for 'Employee Self-Service' and 'myUTShare'. Below the navigation bar are tabs for 'Overview', 'Expense Reports', 'Time Reports', 'Time Adjustments', 'Travel Authorizations', 'Cash Advances', and 'Errors'. There are search and sort options: 'Search Pending Transactions' and 'Change Sort Order'. A 'Refresh List' button is present. The main content is a table titled 'Transactions to Approve' with columns: Urgency, Transaction Type, Total, Unit, Name, Employee ID, Description, Transaction ID, and Date Submitted. The table contains two rows of data:</p> <table border="1"> <thead> <tr> <th>Urgency</th> <th>Transaction Type</th> <th>Total</th> <th>Unit</th> <th>Name</th> <th>Employee ID</th> <th>Description</th> <th>Transaction ID</th> <th>Date Submitted</th> </tr> </thead> <tbody> <tr> <td>▼</td> <td>Expense Report</td> <td>149.70</td> <td>USD</td> <td>Liu, Aimin</td> <td>6001158625</td> <td>Dinner with Seminar Speaker</td> <td>0000199485</td> <td>05/22</td> </tr> <tr> <td>■</td> <td>Expense Report</td> <td>1175.78</td> <td>USD</td> <td>Li, Jiasong</td> <td>6001195608</td> <td>Attn: 20th Enzyme Mechanisms</td> <td>0000206004</td> <td>04/22</td> </tr> </tbody> </table>	Urgency	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	▼	Expense Report	149.70	USD	Liu, Aimin	6001158625	Dinner with Seminar Speaker	0000199485	05/22	■	Expense Report	1175.78	USD	Li, Jiasong	6001195608	Attn: 20th Enzyme Mechanisms	0000206004	04/22																																				
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23.	<p>The document has now been approved</p>																								

Step	Action
B.	<p>Required support documentation:</p> <ul style="list-style-type: none"> • Non-Employee Reimbursements and Vendor Payments <ul style="list-style-type: none"> - Invoice and/or Receipts - Service Agreement (signed) - Business Expense Form (BEF) <ul style="list-style-type: none"> - Include invoices/receipts - Travel Reimbursement Settlement Form (TRS) <ul style="list-style-type: none"> - Include required receipts - For Travel Advances (Group/Team Travel) <ul style="list-style-type: none"> - An Approved Request for Travel Authorization (RTA) - A TAR with Budgetary Authority(s) Signature/Approval - Participant Advance Forms and additional support docs <p><i>Note: Do not attach SIF forms to voucher.</i></p>
C.	<p>UTSA Scanned Document Attachment Requirements for PeopleSoft/UTShare</p> <ul style="list-style-type: none"> • Scan Supporting Documentation <ul style="list-style-type: none"> ○ Retain original copies at the department level for twelve (12) months ○ Scanned documents are the “official” University record to support any University audits and Public Information Requests – Open Records Requests • Specific Scanning Requirements <ul style="list-style-type: none"> ○ Layout of all scanned documents must be in upright position/portrait (scan landscape, if applicable) ○ Scanned document images must be legible ○ Supporting documentation with multiple pages must be scanned in sequential or consecutive order ○ Supporting documentation must be individually scanned and attached by type of document (e.g. invoice, service agreement, Travel Reimbursement Settlement Form, Business Expense Form) ○ Limit individual scanned files to less than 40 pages ○ If support docs exceed the number of pages per file, use “part 1”, “part 2,” in naming convention. See naming conventions below for examples. ○ Receipts or other supporting documentation less than 8 ½ X 11 or letter size must be taped to an 8 ½ X 11 sheet

	<ul style="list-style-type: none">• Types of Non-PO Voucher supporting scanned documentation/receipts to include<ul style="list-style-type: none">▪ Citibank Bank Statements – Travel Advance Cards, CLIBA, One Card▪ Business Expenses Form (BEF) plus receipts (required approvals can be done through electronic workflow)▪ Service Agreements – with necessary receipts or invoices▪ Travel Advance Card statement by traveler <i>plus receipts</i>▪ CLIBA Card Citi Payment by traveler by Statement date <i>plus support receipts</i>▪ Travel Settlement Form (TRS) <i>plus receipts</i>▪ TRS to settle Group, Student or Guest Travel <i>plus receipts</i>▪ Include official and important documentation to substantiate payment▪ Exclude <u>all</u> non-essential or excess documents that do not support the payment (e.g. lengthy emails, duplicate copies, MapQuest, etc.).▪ Retain non-essential or excess documents for your records and future reference• Naming Conventions<ul style="list-style-type: none">○ Rename scanned supporting documentation file with the following naming conventions applicable to Non PO and PO vouchers (DTS only for PO Vouchers)<ul style="list-style-type: none">▪ UTSA_AP_ followed by type of document to identify all UTSA documents<ul style="list-style-type: none">• Include a brief description and date to better identify documents• Naming conventions help the approver see what is in each attachment○ Examples of Naming Conventions<ul style="list-style-type: none">▪ Non PO Voucher Payments to Citibank:<ul style="list-style-type: none">• UTSA_AP_Non-PO_CLIBA M. Morgan.Oct.15 part 1• UTSA_AP_CLIBA for Minnie Morgan Stmt 10.03.15 part 2 • UTSA_AP_TAC for Mary Garcia Stmt 09.03.15▪ Non-PO Voucher Payments for Vendors, Guest or Service Agreements:<ul style="list-style-type: none">• UTSA_AP_Ricoh Inv 12345• UTSA_AP_Service Agreement for Ricky Rowdy.02.15.16• UTSA_AP_BEf for Catering Kate 12.05.15)• UTSA_AP_TRS for J.Smith 01.15.16
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D.	<p>Concepts and workflow functionality:</p> <p>Workflow: electronic approval routing on vouchers</p> <p>Characteristics of Workflow:</p> <ul style="list-style-type: none">• Approval routing is based on those individuals authorized on cost centers or Project IDs• Document routes in multi-funding paths simultaneously• If using multi-funding sources, all funding sources must be approved before moving to the next routing stage• If one funding portion is denied, the document is returned to creator for corrections <p>Workflow functionality:</p> <ul style="list-style-type: none">• APPROVE: document approval button; document moves to the next workflow step (inserting comments is optional). Generates e-notifications to all approvers in routing path• DENY: document is not approved and will be returned to requester for modifications. Voucher can be re-routed for approvals (comments required). E-notification is sent to creator.• HOLD: button will suspend the document from continuing the workflow path to the next approver desk. Only this approver will be able to release voucher from hold status.• TERMINATE –“kills” the document to where it cannot be modified or re submitted• INSERT ADDITIONAL/ADHOC APPROVER OR REVIEWER: an approver can assign an additional approver/reviewer in the approver cycle (EMPL ID required: 6001xxxxxx) <p>Types of Access to Vouchers for Approval:</p> <ul style="list-style-type: none">• E-notification – system will generate email to all approvers in the workflow routing path that includes the link with access to voucher• Worklist – tool that enables users to view transactions which require attention (automated to-do list created by workflow). Vouchers are accessed through hyperlinks
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E.

Send Back/Deny Documents:

Comments are required in order to send back a document.

The screenshot shows a modal dialog box titled "Deny". At the top left is a "Cancel" button, and at the top right is a green "Submit" button. The word "Deny" is centered at the top in a large, bold, orange font. Below the title bar, the text "You are about to deny this request." is displayed. Underneath is a section labeled "Approver Comments" with a large, empty text input field. A small double-slash icon is visible in the bottom right corner of the text field.

Sent Back/Denied Documents:

Approval Chain ×

Cost Center Approval

▶ BUSINESS_UNIT=UTSA1,
VOUCHER_ID=00198257 Denied

▼ Comments

~~Shiraj K Gaudin~~ at 05/21/19 - 4:45 PM
N/a

AP Approval

▶ BUSINESS_UNIT=UTSA1,
VOUCHER_ID=00198257 Denied

▼ Comments

~~Elisabeth M Gaudin~~ at 06/05/19 - 9:18 AM
deny

Sent Back/Denied documents:

Stage 3

Voucher ID "00060995" Business Unit "UTSA1" has been "Denied"

~~Cynthia.Ortiz~~@utsa.edu

To:

Dennis.Layman@utsa.edu

Creator of Non PO Voucher is notified of Denial Document can be corrected and

Retention Policy: UT-90Day_Inbox (90 Days) Expires: 4/18/2016

The following Voucher has been "Denied".

Business Unit: UTSA1
Voucher ID: 00060995
Invoice ID: Test
Invoice Date: 2016-01-19
Gross Amount: 1.5
Vendor: A.C. DOOR SPECIALTIES
Entered by: ~~Dennis Layman~~
Updated by: ~~Cynthia Ortiz~~

Note: E-notification sent out to originator. Originator can then modify voucher and resubmit for approval. New e-notifications will generate to workflow approvers.

G.	Workflow Showing Multiple Approvers
	<div data-bbox="365 367 1291 1501"><p data-bbox="381 378 1274 430">Approver Information</p><ul data-bbox="389 451 1266 1491" style="list-style-type: none"><li data-bbox="389 451 1266 535">▼ 0001491072 Pending<li data-bbox="389 546 1266 777">Detail Information<hr/>Phone<hr/>Mobile<hr/>Email<hr/><li data-bbox="389 787 1266 861">▶ 0001201007 Pending<li data-bbox="389 871 1266 945">▶ 0001270044 Pending<li data-bbox="389 955 1266 1029">▶ Renee Canete Pending<li data-bbox="389 1039 1266 1113">▶ Yolanda A. Arceles Pending<li data-bbox="389 1123 1266 1197">▶ Rochelle Yvette Stirling Pending<li data-bbox="389 1207 1266 1281">▶ Teresa M Dion Pending<li data-bbox="389 1291 1266 1365">▶ Nora Y Compean Pending<li data-bbox="389 1375 1266 1449">▶ Kelly Rock Pending<li data-bbox="389 1459 1266 1491">▶ Elisabeth M Caudros Pending</div>