

EX.080.011 - Worklist: Denying a Travel Authorization

Purpose	<ul style="list-style-type: none"> To deny a travel authorization through the Worklist. There are three methods which can be used to review and approve expenses transactions: email Notification, worklist, and Summary Approval page
Description	<p>An approver can deny an entire Travel Authorization or deny just a particular line(s) in the report.</p> <p>If the entire report becomes “Denied,” and it cannot be resubmitted by the initiating employee.</p> <p>If the approver denies a particular line in the report, use the Send Back function so the employee can review the denied line(s). However, once denied, that line cannot be reactivated (although the report as a whole can be resubmitted).</p> <ul style="list-style-type: none"> When denying an entire travel authorization, submit comments about why it is denied. The employee is notified that it is denied, and the travel authorization cannot be resubmitted. When denying on a portion of travel authorization, select a reason why the line was denied. Use the “Send Back” function to return the Travel Authorization to the employee. They can then modify the travel authorization and resubmit it for approval. <p>See business process EX.020.300, Understanding Approval Methods, for additional information.</p>
Security Role	BOR_EX_APPROVAL
Dependencies/ Constraints	A travel authorization has been created.
Additional Information	None

Procedure

Below are instructions on how to take action on travel authorization 0000300027, which is currently sitting in the Worklist.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu link.
3.	Click the Worklist link in the top right corner of the page.
4.	View Worklist details by clicking the Detail View link. Particularly, this will display the exact time each report was submitted (rather than just the date).
5.	The Worklist appearance can be customized by clicking the Customize button.
6.	Transactions which need attention are displayed in the Worklist and can be selected by clicking on an item in the Link column. The following naming convention is used: TAApapproval - Travel Authorizations ERApproval - Expense Reports CAApproval - Cash Advances
7.	Click a Travel Authorization (TAApapproval) entry in the Link column.
8.	The Travel Authorization Summary page will appear and should be reviewed by the approver for accuracy and compliance to the institution's set rules and regulations.
9.	There are two deny options when reviewing a Travel Authorization. Either deny specific lines and send the report back to the traveler or deny the entire report.
10.	Click the vertical scrollbar to navigate to the bottom of the page.
11.	Provide an explanation in the Comments section in order to Deny a Travel Authorization.
12.	Enter " Lodging Expense Already Paid by School " in the Comments field.
13.	Click the Deny button to deny the entire report.
14.	To deny the entire report, click the OK button and the initiating employee would not be able to resubmit the Travel Authorization. To deny only part of the report, follow the next steps.
15.	Click the Cancel button to return to the Travel Authorization.
16.	Click the vertical scrollbar to navigate back to the middle of the page.
17.	Click an entry in the Expense Type column to view the Details for that row.
18.	The Authorization Detail page is displayed so that the approver can review the details of that expense type row.

Step	Action
19.	Click the Approve Authorization checkbox near the bottom of the page to "uncheck" this box.
20.	The Select reason box will appear. Select a reason for not approving this expense line.
21.	Click the Select reason drop-down list.
22.	Click the Incomplete Information list item.
23.	Click the Return to Travel Authorization Details link.
24.	Notice that the denied line appears with the selected comment on the main Travel Authorization page.
25.	Click the vertical scrollbar to navigate to the bottom of the page.
26.	Reminder: Clicking Deny button at this point denies the entire report (not just the specific line(s) that is individually denied).
27.	Click the Send Back button.
28.	Notice that the Less Non-Approved line has been populated with the amount selected to deny.
29.	Click the OK button.