

Finding Documents that have not been Approved or Submitted

April 19, 2010

As the end of the fiscal year gets closer all users should be reviewing all Smart Docs to make sure they have been properly submitted and are approved in a timely manner. Finding outstanding documents can be done both on the Smart Doc menu and through WFS Inquiry. Each document has slightly different codes to represent their status, so review the information below carefully for each document type.

Once you find any documents that have not been fully approved, you can determine which approver is responsible for the next action by opening the document on the Smart Doc page and clicking the “Approval Status” or “Workflow Status” link at the top of the document.

The search criteria shown below can be combined with other search criteria, such as Originating Oprid, to further narrow your search.

A. Using the Smart Doc Menu – “Find an Existing Value”

<p>1. Journals</p> <p>With Journals, two fields must be used to find unapproved documents:</p> <ul style="list-style-type: none"> Journal Header Status “not =” Posted Workflow Status = No request (not submitted) AND/OR Workflow Status = Pending Approval (submitted, not approved). <p>Search for both Workflow Status by using the “IN” operator and use the Shift key to highlight both fields.</p> <p>NOTE: Fully approved and posted journals also have a Workflow Status of “No Request”, but a Header Status of “Posted”.</p>	
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2. Vouchers

Search using Workflow Status.

- Pending = not submitted yet
- In Workflow = submitted but not yet approved

You can search separately for “pending” and “In Workflow” documents, or use the “In” operator and select both by holding down the Shift key.

Smart Voucher
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value [Add a New Value](#)

Voucher ID: begins with

Invoice Number: begins with

Invoice Date: =

Short Vendor Name: begins with

Vendor ID: begins with

Name 1: begins with

Voucher Style: =

Related Voucher: begins with

Entry Status: =

Voucher Source: =

Workflow Status: in

Originating Oprid: begins with

3. Purchase Orders

Outstanding PO’s can be found by selecting:

- PO Status = Open (not yet submitted)
- PO Status = Pending Approval (in process)

Note that PO’s must also be dispatched in order to copy them to a voucher. You may also want to search for PO Status “Not =” Dispatched.

Smart Purchase Order
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value [Add a New Value](#)

Business Unit: = WSLYN

PO ID: begins with

Purchase Order Date: =

PO Status: in

Short Vendor Name: begins with

Vendor ID: begins with

Vendor Name: begins with

Buyer: begins with

Buyer Name: begins with

<p>4. <u>Deposit Transmittals</u></p> <p>Outstanding Deposit Transmittals can be found with the Approval Status:</p> <ul style="list-style-type: none"> • Approval Status = Initial (not yet submitted) • Approval Status = Pending Approval 	<p>Smart Deposit Transmittal Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>Deposit Unit: [=] WSLYN</p> <p>Deposit ID: [begins with]</p> <p>User ID: [begins with]</p> <p>Assigned Operator ID: [begins with]</p> <p>Entered Date: [=]</p> <p>Approval Status: [in] <ul style="list-style-type: none"> Approved Denied Initial Pending Approval </p> <p><input type="checkbox"/> Case Sensitive</p>
<p>5. <u>Budget Transfer</u></p> <p>As with the GL Journal, unapproved budget transfers can be found using both the Budget Header Status and the Workflow Status:</p> <ul style="list-style-type: none"> • Budget Header Status "NOT =" Posted • Workflow Status = No Request (not yet submitted) • Workflow Status = Pending Approval 	<p>Smart Budget Transfer Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>Business Unit: [=] WSLYN</p> <p>Journal ID: [begins with]</p> <p>Journal Date: [=]</p> <p>Budget Header Status: [not =] Posted</p> <p>Description: [begins with]</p> <p>Workflow Status: [in] <ul style="list-style-type: none"> Approved To Post Denied No Request Pending Approval </p> <p>Originating Oprid: [begins with]</p>

B. Using WFS Inquiry – Transaction Detail Page

The Transaction Detail Page has 3 dates for each Smart Doc transaction:

- Budget Check Date
- Initial Submit Date
- Final Approval Date

A document that has all three dates has been fully approved. A document that has only one or 2 of the dates is still in workflow.

On the Transaction Detail Page you cannot use as a criteria "Date = blank". The best way to find the documents not yet approved is to select as a criteria a specific document type and find all documents

of that type. Then go to the “Dates” tab and sort by Final Approval Date or Initial Submit Date so all the blank dates are together. You can then download the list, or if there are only a few documents just lookup the documents.

Additional criteria, such as the SmartKey or the Originator can be added to the search criteria to narrow your list.

<p>Search for a specific document type. You can filter by adding a specific SmartKey, or leave the SmartKey blank to find all documents for which you have security.</p>	<h3>Transaction Detail</h3> <p>Last Refresh Date: 04/19/2010 03:25 AM</p> <p>Use Saved Search: <input type="text"/></p> <hr/> <table> <tr> <td>Fiscal Year</td> <td>equal to</td> <td>2010</td> </tr> <tr> <td>SmartKey</td> <td>begins with</td> <td></td> </tr> <tr> <td>Account</td> <td>begins with</td> <td></td> </tr> <tr> <td>Position</td> <td>equal to</td> <td></td> </tr> <tr> <td>Department</td> <td>equal to</td> <td></td> </tr> <tr> <td>Account Group</td> <td>equal to</td> <td></td> </tr> <tr> <td>Account Subgroup</td> <td>equal to</td> <td></td> </tr> <tr> <td>Program Group</td> <td>equal to</td> <td></td> </tr> <tr> <td>Fund Code</td> <td>begins with</td> <td></td> </tr> <tr> <td>Doc Type</td> <td>equal to</td> <td>VOUCHER</td> </tr> <tr> <td>Doc ID</td> <td>contains</td> <td></td> </tr> <tr> <td>Originator</td> <td>equal to</td> <td></td> </tr> <tr> <td>Amount Type</td> <td>equal to</td> <td></td> </tr> <tr> <td>Invoice Number</td> <td>contains</td> <td></td> </tr> <tr> <td>Vendor ID</td> <td>contains</td> <td></td> </tr> <tr> <td>Vendor Name</td> <td>contains</td> <td></td> </tr> </table>	Fiscal Year	equal to	2010	SmartKey	begins with		Account	begins with		Position	equal to		Department	equal to		Account Group	equal to		Account Subgroup	equal to		Program Group	equal to		Fund Code	begins with		Doc Type	equal to	VOUCHER	Doc ID	contains		Originator	equal to		Amount Type	equal to		Invoice Number	contains		Vendor ID	contains		Vendor Name	contains	
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