WORKS Workflow
Approver Instructions
Department of Health and Hospitals
Office of Payment Management - Travel Section

This guide provides information needed for an approver to manage transactions. Within this guide, you will learn how to:

- Allocate and Edit a Transaction
- Manage Flags
- Review and sign off on a transaction

Allocate and Edit a Transaction

Procedure:

To allocate and/or edit a transaction, complete the following:

1. Click **Expenses** > **Transactions** > **Approver**. The Pending Sign Off screen displays by default.
2. Select the tab from which you wish to begin the allocation and/or edit. You can allocate from the following tabs:

   ▪▪Pending Sign Off

   ▪▪Signed Off (single transactions only)

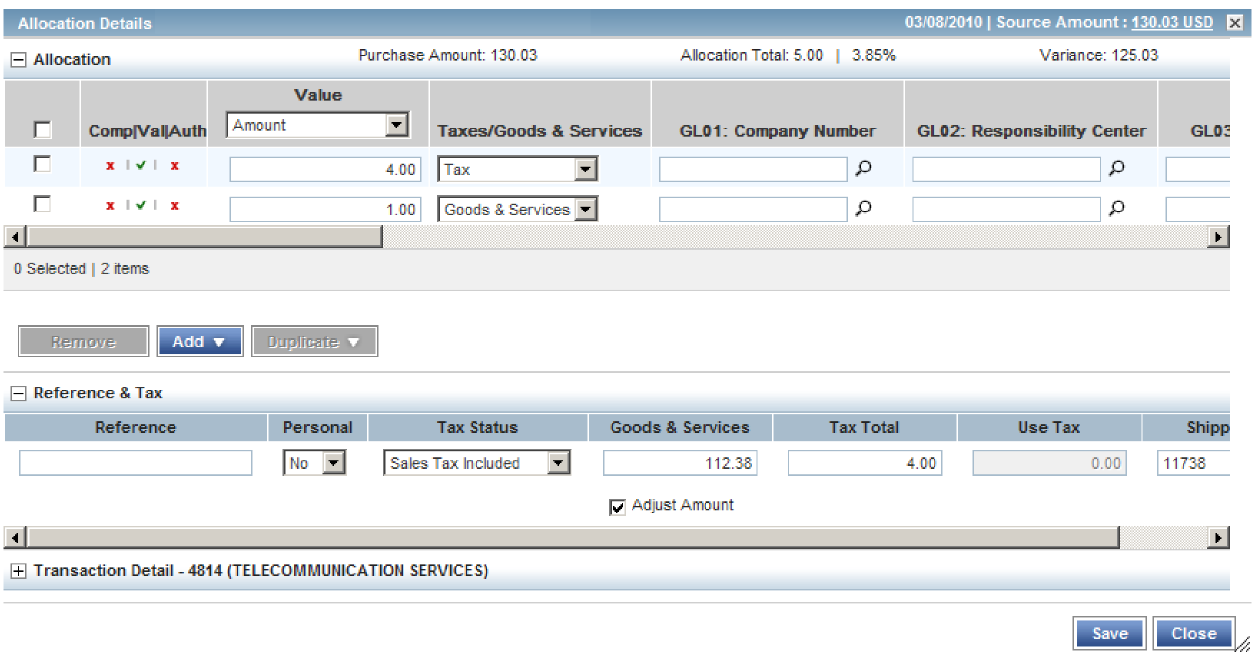
   ▪▪Flagged (single transactions only)

3. Do you wish to allocate and/or edit a single transaction or allocate multiple transactions?

To…..	Then…….
Allocate and/or edit a single transaction	Go to step 4
Allocate multiple transactions	a. Select the check box for each desired document.
	b. Click **Mass Allocate**. The Mass Allocate window displays.
	c. Enter allocation code in each GL# text box to identify how the segment will be allocated.
	Note: Select a code for the allocation pick list.

4. Click the desired **Document** number. A menu displays.

5. Select **Allocate / Edit**.



The Allocation Details screen displays.

6. Complete **one** of the following:

To…..	Then…….
Add an allocation line	Click **Add**. A drop-down menu displays
	Select the number of allocation lines you wish to add. The new line(s) are added to Allocation
	Go to step 7.
Remove an allocation line	Select the check box beside the desired allocation line you wish to remove.
	Click **Remove**. The line(s) are removed from Allocation.
	Go to step 7.
Duplicate an allocation line	Select the check box beside the desired allocation line you wish to duplicate.
	Click **Duplicate**. A drop-down menu displays
	Select the number of allocation lines you wish to add. The new line(s) are added to Allocation and contain the allocation information from the original duplicated line.
	Go to step 7.
No action needed	Go to step 7.

7. Do you wish to edit an allocation line?

If…..	Then…….
Yes	a. Select an option to allocate by from the Value drop-down menu, if needed
	b. Enter the amount or percentage of the total purchase to be allocated in the Value text box, if needed.
	c. Enter text in the Description text box for the allocation line, if desired.
	d. Enter an allocation code in each GL text box to identify how the segment will be allocated.
	e. Select an option from the expense Category drop-down menu, if needed. Note: To view all Allocation columns, use the scroll bar.
	Select the check box beside the desired allocation line you wish to duplicate.
	Click **Duplicate**. A drop-down menu displays
	Select the number of allocation lines you wish to add. The new line(s) are added to Allocation and contain the allocation information from the original duplicated line.
	f. Repeat steps a – e, as needed.
	Go to step 8.
No	Go to step 8.

8. Click **Save**. The Allocation Details screen displays a confirmation message.

9. Click **Close**.

Manage Flags

Flags indicate transactions needing attention. Once the transaction is reviewed and action taken, the flag is removed.

Note: Flagging a transaction does not change its location in the workflow.

Procedure:

To manage flags, complete the following:

1. Click **Expenses** > **Transactions** > **Approver**. The Pending Sign Off screen displays by default.
2. Select the tab from which you wish to begin and/or remove the flag. You can initiate and/or remove a flag from the following tabs:
   - ▪▪Pending Sign Off
   - ▪▪Flagged
3. Select the check box for each desired **Document**. The action buttons become enabled.
4. Click **Flag**. A drop-down menu displays.
5. Complete **one** of the following:

<table>
<tr><th>To…..</th><th>Then…….</th></tr>
<tr><td rowspan="4">Raise a Flag</td><td>a. Select Raise Flag. The Confirm Raise Flag screen displays.</td></tr>
<tr><td>b. Enter Comments, if desired.</td></tr>
<tr><td>c. Click OK. The Open screen displays a confirmation message.
Notes:
▪▪ Flagged transactions are identified with an X in the Flagged column.
▪▪ The Flagged By column indicates who flagged the transaction.</td></tr>
<tr><td>This completes the procedure.</td></tr>
<tr><td rowspan="4">Remove a Flag</td><td>b. Enter Comments, if desired.</td></tr>
<tr><td>Select the number of allocation lines you wish to add. The new line(s) are added to Allocation</td></tr>
<tr><td>c. Click OK. The Open screen displays a confirmation message.
Notes:
▪▪Removing a flag removes the transaction from the flagged queues of all parties associated with the transaction.
▪▪The transaction’s Flagged column is cleared.</td></tr>
<tr><td>This completes the procedure.</td></tr>
</table>

Review and Sign Off on a Transaction

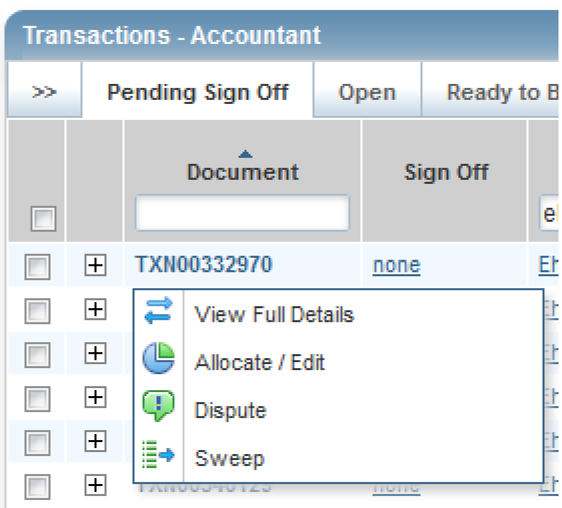
NOTE: The approver should review the transaction to determine that it is a reasonable, appropriate, and legitimate transaction for the agency. If you are required to edit the coding, see the instructions for accountholder.

Procedure:

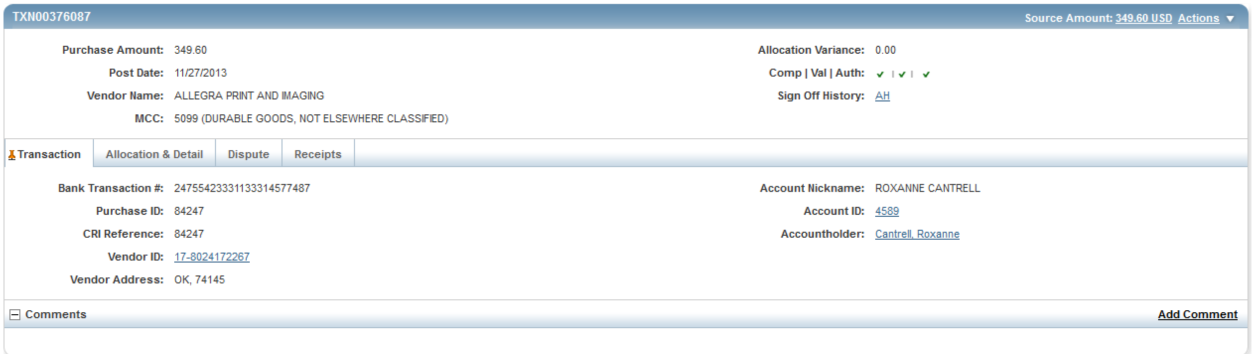
To review a transaction, complete the following:

1. On the **Home Page** under **Expenses>Transactions>Approver**, click on the **Pending** link. The **Pending Sign Off** screen is displayed.

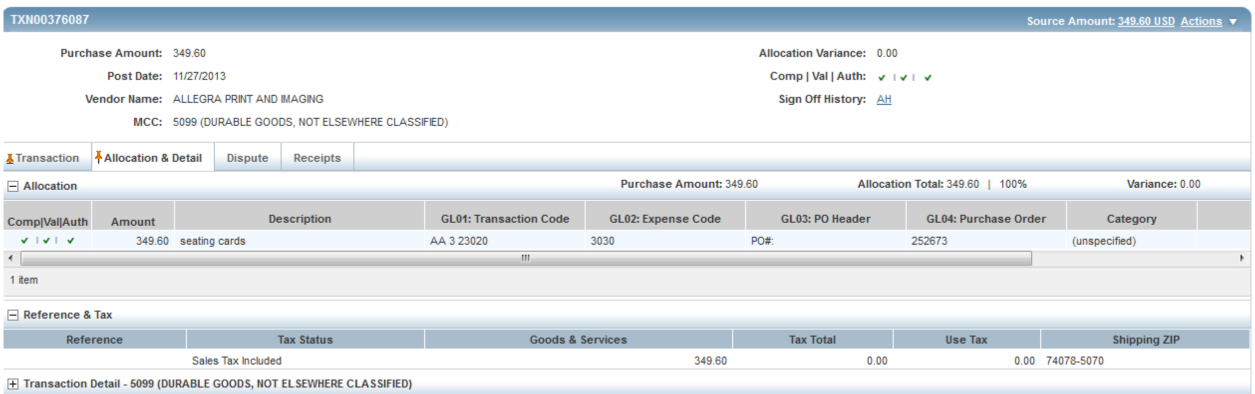
2. Click the desired **Document** number**.** A menu displays.



3. Select **View Full Details**. The **Transaction Details** screen displays.

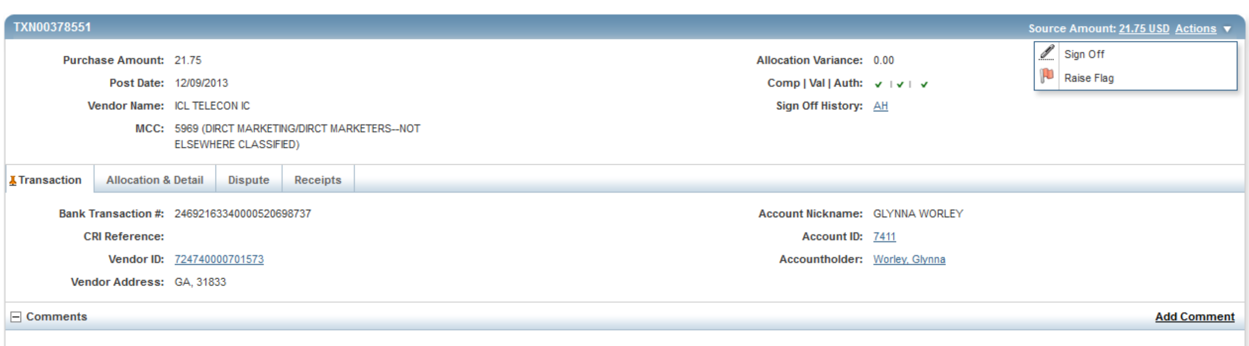


4. Select the **Allocation & Detail** tab.

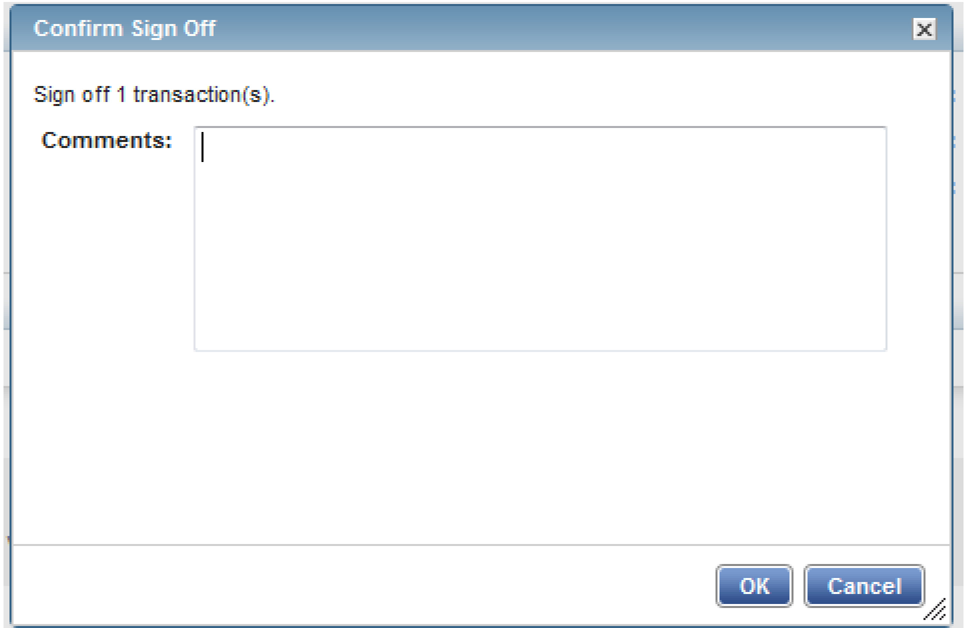


5. Read the description entered into the **Description** field by the accountholder. To the best of your ability determine if this is a reasonable, authorized, and legitimate transaction for your agency, and the coding is correct.

6. In the upper right corner of the **Allocation & Detail** tab, click on the **Actions** drop down menu.



7. Click **Sign Off**. The **Confirm Sign Off** screen displays.



8. Click **OK**.

9. This completes the procedure.