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”

<table>
<thead>
<tr>
<th>1. Journals</th>
</tr>
</thead>
<tbody>
<tr>
<td>With Journals, two fields must be used to find unapproved documents:</td>
</tr>
<tr>
<td>• Journal Header Status “not =” Posted</td>
</tr>
<tr>
<td>• Workflow Status = No request (not submitted) AND/OR</td>
</tr>
<tr>
<td>• Workflow Status = Pending Approval (submitted, not approved).</td>
</tr>
</tbody>
</table>

Search for both Workflow Status by using the “IN” operator and use the Shift key to highlight both fields.

NOTE: Fully approved and posted journals also have a Workflow Status of “No Request”, but a Header Status of “Posted”.

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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.

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.
4. Deposit Transmittals

Outstanding Deposit Transmittals can be found with the Approval Status:
- Approval Status = Initial (not yet submitted)
- Approval Status = Pending Approval

5. Budget Transfer

As with the GL Journal, unapproved budget transfers can be found using both the Budget Header Status and the Workflow Status:
- Budget Header Status “NOT =” Posted
- Workflow Status = No Request (not yet submitted)
- Workflow Status = Pending Approval

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.

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.

Go to the “Date” tab to find blank dates. The column header can be clicked to sort the dates.

Budget checked but not submitted by user

Submitted but not fully approved