

## EX.080.011 - Worklist: Denying a Travel Authorization

<b>Purpose</b>	<ul style="list-style-type: none"> <li>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</li> </ul>
<b>Description</b>	<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"> <li>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.</li> <li>When denying 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.</li> </ul> <p>See <a href="#">business process EX.020.300</a>, Understanding Approval Methods, for additional information.</p>
<b>Security Role</b>	<b>BOR_EX_APPROVAL</b>
<b>Dependencies/ Constraints</b>	A travel authorization has been created.
<b>Additional Information</b>	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 <b>NavBar</b> icon.
2.	Click the <b>Menu</b> link.
3.	Click the <b>Worklist</b> link in the top right corner of the page.
4.	View <b>Worklist</b> details by clicking the <b>Detail View</b> link. Particularly, this will display the exact time each report was submitted (rather than just the date).
5.	The <b>Worklist</b> appearance can be customized by clicking the <b>Customize</b> button.
6.	Transactions which need attention are displayed in the Worklist and can be selected by clicking on an item in the <b>Link</b> column. The following naming convention is used:  TAApapproval - Travel Authorizations ERApapproval - Expense Reports CAApproval - Cash Advances
7.	Click a Travel Authorization (TAApapproval) entry in the <b>Link</b> column.
8.	The <b>Travel Authorization Summary</b> 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 <b>vertical</b> scrollbar to navigate to the bottom of the page.
11.	Provide an explanation in the <b>Comments</b> section in order to Deny a Travel Authorization.
12.	Enter " <b>Lodging Expense Already Paid by School</b> " in the <b>Comments</b> field.
13.	Click the <b>Deny</b> button to deny the entire report.
14.	To deny the entire report, click the <b>OK</b> 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 <b>Cancel</b> button to return to the Travel Authorization.
16.	Click the <b>vertical</b> scrollbar to navigate back to the middle of the page.
17.	Click an entry in the <b>Expense Type</b> column to view the <b>Details</b> for that row.
18.	The <b>Authorization Detail</b> page is displayed so that the approver can review the details of that expense type row.

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