

How to Approve / Reject Electronic Ledgers



Nikki Bonnington – Assistant Director of Accounting Services (Ext. 1768)

Policy:

Please review the policy for Reconciling and Reviewing Departmental Ledgers.

<https://universitytennessee.policytech.com/dotNet/documents/?docid=34>

Reconciling Ledgers

Formal Reconciliation of the accounting records must be performed monthly. The reconciliation should be performed timely, normally no more than 45 calendar days after the month closes.

A reconciliation of the ledger consists of the following process:

- Validate the accuracy of the ledger by comparing supporting documentation to transactions posted on the department ledger.
- Ensure that any transactions appearing on the ledgers which are not supported by the department's records are accurate and authorized.
- Verify the sponsor award amount and budget for sponsored projects. Also, note the end date and ensure that charges occurred within the project period. Additional information on sponsored projects is included at FI0205 - Sponsored Projects.
- Ensure that appropriate measures are taken to correct errors from prior months' postings.

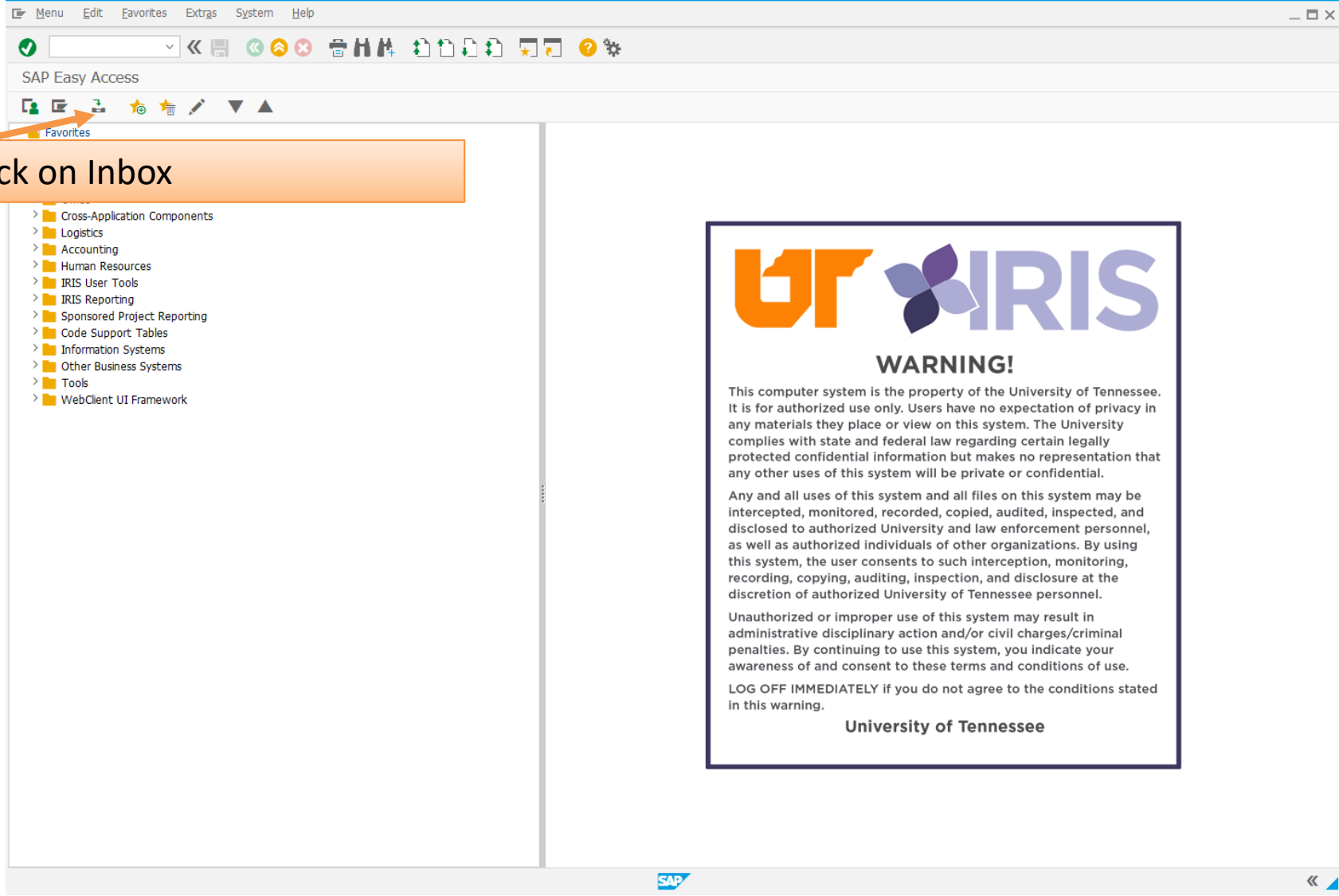
The reconciler must initial and date the ledger to indicate the reconciliation was performed and the ledger is ready for review and approval.

Reviewing and Approving Ledgers

- The approver should carefully review departmental cost centers/WBS elements or receivables to ensure all financial transactions are appropriate, accurately described, and properly recorded.
- The university's accounting system (IRIS) produces monthly ledger reports for every departmental fund. Approvers should consider:
 - According to the department's budget, has a cost center or WBS element been overspent? If so, why?
 - Do the transactions appear appropriate for departmental or university business?
 - Are there any suspicious-looking transactions?
 - Does it appear the ledgers have been reconciled?
 - Has the reconciler explained any unrecognized transactions?
- Approval of the ledger acknowledges that a proper reconciliation and review of funds has been performed and that there were no unauthorized transactions. Approvals are to be documented using one of the following methods:
 - An initialed and dated hard copy of the ledgers.
 - A sign-off form, including date and title, attached to the ledgers.
 - An electronic log for ledgers with no activity

Separation of Duties

- Although a monthly reconciliation of the department's ledgers is an excellent control, the oversight and control value of the reconciliation is greatly diminished when performed by the same employee who has responsibility for handling money received and/or processing invoices. Examples of properly separating these duties are provided below.
 - An employee who has no responsibility for handling money received should, whenever possible, reconcile the department's receipt book or receipting system to the deposit document printed from IRIS (or completed Form T-33) and ultimately to the departmental ledgers each month. The reconciliation should include verification that transactions written from receipt books or the receipting system were credited correctly to the ledgers.
 - An employee who has no responsibility for requisitioning, receiving, or entering invoices to IRIS should, whenever possible, reconcile the department's accounts payable documentation (such as invoices, internal transfers) to the departmental ledgers each month.



The screenshot shows the SAP Easy Access web interface. At the top, there is a menu bar with 'Menu', 'Edit', 'Favorites', 'Extrgs', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main content area is divided into two panes. The left pane, titled 'Favorites', contains a list of application components with expandable arrows: Cross-Application Components, Logistics, Accounting, Human Resources, IRIS User Tools, IRIS Reporting, Sponsored Project Reporting, Code Support Tables, Information Systems, Other Business Systems, Tools, and WebClient UI Framework. An orange callout box with the text 'Click on Inbox' and an arrow points to the 'Inbox' icon in the toolbar. The right pane displays a warning message from the University of Tennessee, featuring the 'UT IRIS' logo and the following text:

WARNING!

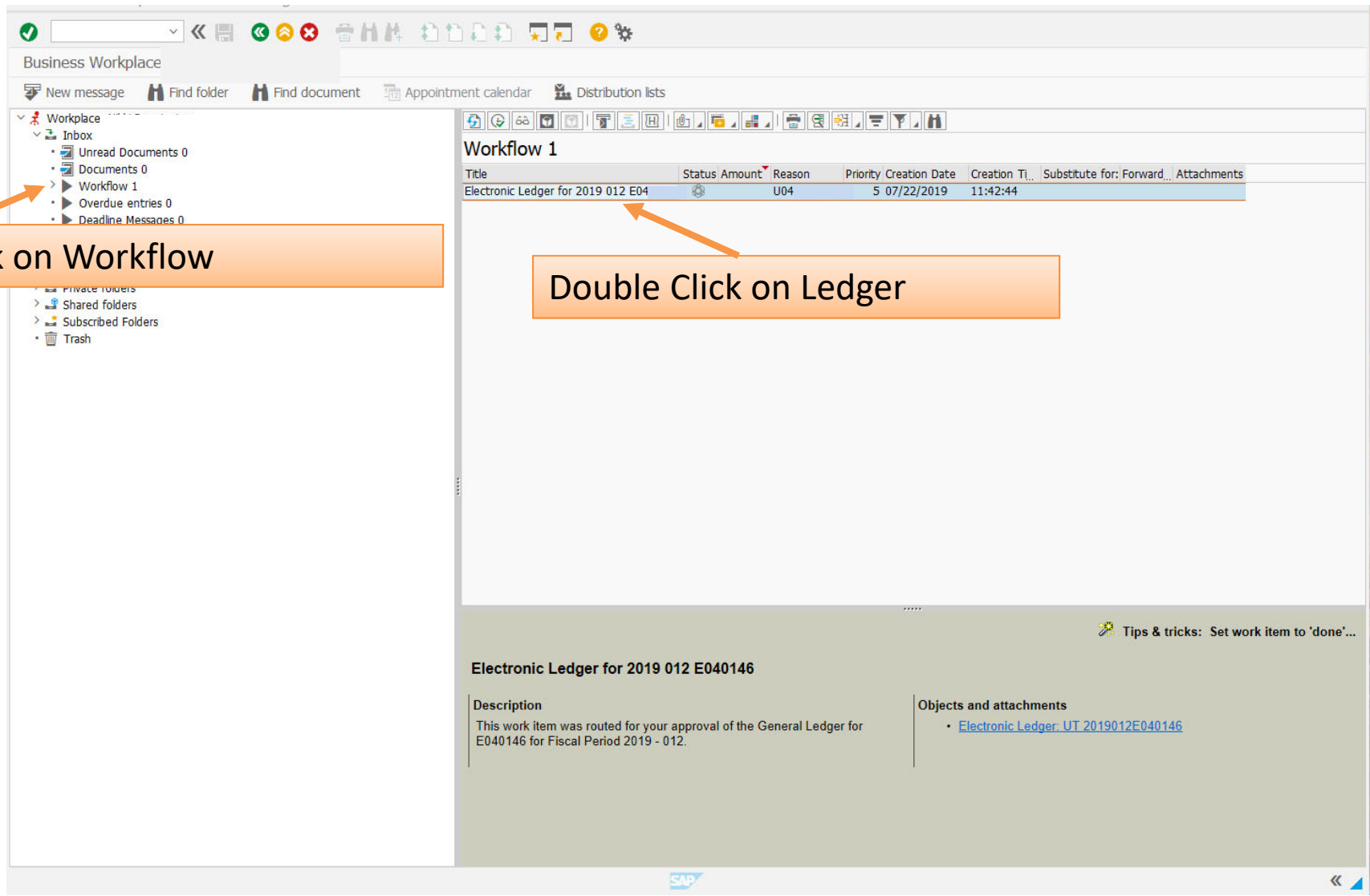
This computer system is the property of the University of Tennessee. It is for authorized use only. Users have no expectation of privacy in any materials they place or view on this system. The University complies with state and federal law regarding certain legally protected confidential information but makes no representation that any other uses of this system will be private or confidential.

Any and all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized University and law enforcement personnel, as well as authorized individuals of other organizations. By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized University of Tennessee personnel.

Unauthorized or improper use of this system may result in administrative disciplinary action and/or civil charges/criminal penalties. By continuing to use this system, you indicate your awareness of and consent to these terms and conditions of use.

LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning.

University of Tennessee



The screenshot displays the SAP Business Workplace interface. On the left, a navigation pane shows a tree structure under 'Workplace' with 'Inbox' expanded to show 'Workflow 1'. An orange callout box with an arrow pointing to 'Workflow 1' contains the text 'Click on Workflow'. The main content area shows a table titled 'Workflow 1' with one row: 'Electronic Ledger for 2019 012 E04'. An orange callout box with an arrow pointing to this row contains the text 'Double Click on Ledger'. Below the table, the details for the selected item are shown, including a description and a link to the 'Electronic Ledger: UT 2019012E040146'.

Title	Status	Amount	Reason	Priority	Creation Date	Creation Ti...	Substitute for: Forward...	Attachments
Electronic Ledger for 2019 012 E04			U04	5	07/22/2019	11:42:44		

Electronic Ledger for 2019 012 E040146

Description
This work item was routed for your approval of the General Ledger for E040146 for Fiscal Period 2019 - 012.

Objects and attachments
• [Electronic Ledger: UT 2019012E040146](#)

System Help

Electronic Ledger Reconciliation

Approve Reject Return

Dept Status Payroll Reconciliation No Activity Funds Outstanding Items Previous Periods Submit

Fund	Fund name	Year	Prd	FM	pstg d.	Type	Description	FI doc.no.	Itm	Payment budget	RefDocNo	Cmmt item	Commitment item text	Text	Assignment	Order	Add Att
E04		2019	12	06/28/2019	ZH	ZH	HR Payroll	600014002	420	22,023.93	PAYRL00001	411100	Admin Salaries	M120190630	20190628		
										22,023.93		411100					
		2019	12	06/04/2019	ZH	ZH	HR Payroll	600013556	220	2,836.00	PAYRL00001	416100	Cler/Tech/Maint Sal	B120190526	20190604		
		2019	12	06/18/2019	ZH	ZH	HR Payroll	600013732	305	2,836.00	PAYRL00001		Cler/Tech/Maint Sal	B120190609	20190618		
		2019	12	06/28/2019	ZH	ZH	HR Payroll	600014018	594	11,174.21	PAYRL00001		Cler/Tech/Maint Sal	M120190630	20190628		
		2019	12	06/30/2019	ZJ	ZJ	Payroll accruals	600014849	1	2,836.00	JV 0000021		Cler/Tech/Maint Sal	BIWEEKLY 06-10-19 TO 06-23-19	20190630		
		2019	12		ZJ	ZJ	Payroll accruals	600017379	1	1,418.00	JV 0000021		Cler/Tech/Maint Sal	BIWEEKLY 06-24-19 TO 06-30-19	20190630		
										21,100.21		416100					
		2019	12	06/25/2019	SA	SA	G/L account document	100015002	10	156.96	AUX03JUNE	433200	Duplicating	B&W COPIES JUNE	AUX03JUNE		
										156.96		433200					
		2019	12	06/28/2019	SA	SA	G/L account document	100015148	2	103.10	AUX06JUNE	435100	Postage	FEDEX CHGS JUNE	AUX06JUNE		
										103.10		435100					
		2019	12	06/18/2019	ZD	ZD	Inter dept transfers	900826650	12	6.40		435300	Telephone	TELECOMM MONTHLY BILLING - MAY 2019	20190618		
		2019	12	06/24/2019	SA	SA	G/L account document	100014959	15	2,633.40			Telephone		20190624		
		2019	12	06/30/2019	ZD	ZD	Inter dept transfers	900828963	12	117.00			Telephone	TELECOMM MONTHLY BILLING - JUNE 2019	20190630		
										2,756.80		435300					
		2019	12	06/10/2019	RN	RN	Net invoice receipt	5103084985	2	483.00	19-0085601	439100	Operating Supplies		20190610		
		2019	12		RN	RN	Net invoice receipt	5103084986	2	1,039.00	19-0085568		Operating Supplies		20190610		
		2019	12		KN	KN	Net vendors	2404619098	2	2,946.64	UNPOSTED		Operating Supplies		20190610		
		2019	12	06/17/2019	ZD	ZD	Inter dept transfers	900826450	1	6.36			Operating Supplies	Copy Paper Feb & Mar	247		
		2019	12		ZD	ZD	Inter dept transfers	900826450	2	6.90			Operating Supplies	Copy Paper Apr	20190617		
		2019	12	06/25/2019	RN	RN	Net invoice receipt	5103088723	2	177.59	1032240024		Operating Supplies		20190625		
		2019	12	06/27/2019	RN	RN	Net invoice receipt	5103089181	2	149.99	3417125225		Operating Supplies		20190627		
		2019	12		RN	RN	Net invoice receipt	5103089182	2	138.77	3417197539		Operating Supplies		20190627		
		2019	12		RN	RN	Net invoice receipt	5103089183	2	6.83	3417536628		Operating Supplies		20190627		
		2019	12		RN	RN	Net invoice receipt	5103089184	2	311.09	3417396007		Operating Supplies		20190627		
		2019	12		RN	RN	Net invoice receipt	5103089186	2	11.54	3417125226		Operating Supplies		20190627		
		2019	12		SA	SA	G/L account document	100015085	4	550.00			Operating Supplies		20190627		
										5,827.71		439100					
										1,199.00	40229571	439200	Computer Software		20190630		
										199.00		439200					
										37.50	47512930	446200	GroupArranged Events	WATER	20190618		
										15.00	47513087		GroupArranged Events	WATER	20190626		
										52.50		446200					
										2,044.17	8127520298	435500	Spec Commercial Svcs		20190624		

Scroll over to the far right to see attachments and comments

SAP

System Help

Electronic Ledger Reconciliation

Approve Reject Return

Print Status Payroll Reconciliation No Activity Funds Out

Year	Prd	FM	pstg	d.	Type	Description	FI doc.no.	Itm	Payment	budget	RefDocNo	Cmr	Att	Exists	Edit	Commen	Status
2019	12			06/28/2019	ZH	HR Payroll	600014002	420	22,023.93		PAYRL00001	411					✓
22,023.93																	
2019	12			06/04/2019	ZH	HR Payroll	600013556	220	2,836.00		PAYRL00001	416100					✓
2019	12			06/18/2019	ZH	HR Payroll	600013732	305	2,836.00		PAYRL00001	411					✓
2019	12			06/28/2019	ZH	HR Payroll	600014018	594	11,174.21		PAYRL00001	411					✓
2,836.00																	
4,418.00																	
100.21																	
2019	12					AUX03JUNE	433200		156.96		Duplicating	B&W COPIES JUNE	AUX03JUNE				✓
156.96																	
2019	12					AUX06JUNE	435100		103.10		Postage	FEDEX CHGS JUNE	AUX06JUNE				✓
103.10																	
6.40																	
2,633.40																	
117.00																	
756.80																	
2019	12					Net invoice receipt	5103084986	2	483.00		19-0085	19-0085					✓
2019	12					Net vendors	2404619098	2	2,946.64		UNPOST						✓
2019	12			06/17/2019	ZD	Inter dept transfers	900826450	1	6.36								✓
2019	12				ZD	Inter dept transfers	900826450	2	6.90								✓
2019	12			06/25/2019	RN	Net invoice receipt	5103088723	2	177.59		103224						✓
2019	12			06/27/2019	RN	Net invoice receipt	5103089181	2	149.99		3417125226						✓
2019	12				RN	Net invoice receipt	5103089182	2	138.77		3417197539						✓
2019	12				RN	Net invoice receipt	5103089183	2	6.83		3417536628						✓
2019	12				RN	Net invoice receipt	5103089184	2	311.09		3417396007						✓
2019	12				RN	Net invoice receipt	5103089186	2	11.54		3417125226						✓
2019	12				SA	G/L account document	100015085	4	550.00								✓
5,827.71																	
2019	12			06/30/2019	KN	Net vendors	2404628716	2	1,199.00		40229571	439200					✓
1,199.00																	
2019	12			06/18/2019	KN	Net vendors	2404622264	2	37.50		47512930	446200					✓
2019	12			06/26/2019	KN	Net vendors	2404625848	2	15.00		47513087	446200					✓
52.50																	
2019	12			06/24/2019	KN	Net vendors	2404624683	2	2,044.17		8127520298	446500					✓

Anywhere there are glasses there is an attachment under the "Att Exists" Column; remember these documents everyone can see

If you aren't done and need to come back later just click return and it will return you to your inbox.

Comments are available in the rows where the pencil changed to a pair of glasses under the "Edtt Comment" Column

Electronic Ledger Reconciliation

Approve Reject Return

Dept Status Payroll Reconciliation No Activity Funds Outstanding Items Previous Periods Submit

Click here to see additional attached documents; remember these documents only the department can see

Year	Prd	FM	nstr	d	Type	Description	Fl doc no.	Item	Payment budget	RefDocNo	Commt item	Commitment item text	Text	Assignment	Order Add	Att	Att	Exists	Edit	Commen	Status
2019	12					Electronic Ledger (PDF)	ROBERTA ...	07/22/2...			TELECOMM MONTHLY BILLING MA			20190628							✓
2019	12					Electronic Ledger (PDF)	ROBERTA ...				TELECOMM MONTHLY BILLING JU			20190604							✓
2019	12					Electronic Ledger (PDF)	ROBERTA ...				STAPLES INVOICE 8054745945.p			20190618							✓
2019	12					Electronic Ledger (PDF)	ROBERTA ...				STAPLES INVOICE 8054745945 1			20190628							✓
2019	12					Electronic Ledger (PDF)	ROBERTA ...				STAPLES 311.09.pdf			20190630							✓
2019	12					Electronic Ledger (PDF)	ROBERTA ...				STAPLES 138.77.pdf			20190630							✓
2019	12					Electronic Ledger (PDF)	ROBERTA ...				STAPLES 6.83.pdf			20190630							✓
2019	12					Electronic Ledger (PDF)	ROBERTA ...				SHRED IT.pdf			20190610							✓
2019	12					Electronic Ledger (PDF)	ROBERTA ...				OCI INVOICE 12198.pdf			20190610							✓
2019	12					Electronic Ledger (PDF)	ROBERTA ...				HOWARD INVOICE 19-00856014.			20190610							✓
2019	12					Electronic Ledger (PDF)	ROBERTA ...				HOWARD INVOICE 19-00855688.			20190617							✓
2019	12					Electronic Ledger (PDF)	ROBERTA ...				GRAPHIC & MAIL SERVICES JUNE			20190625							✓
2019	12					Electronic Ledger (PDF)	ROBERTA ...				FY18-19 YEARLY PHONE CHARGE			20190627							✓
2019	12					Electronic Ledger (PDF)	ROBERTA ...				FIVE STAR 37.50.pdf			20190627							✓
2019	12					Electronic Ledger (PDF)	ROBERTA ...				FIVE STAR 15.00.pdf			20190627							✓
2019	12					Electronic Ledger (PDF)	ROBERTA ...				FAC MGMT SVS MAY 2019.pdf			20190627							✓
2019	12					Electronic Ledger (PDF)	ROBERTA ...				FAC MGMT SVS JUNE 2019.pdf			20190627							✓
2019	12					Electronic Ledger (PDF)	ROBERTA ...				DELL INVOICE 10322400244.pdf			20190627							✓
2019	12					Electronic Ledger (PDF)	ROBERTA ...				COPY PAPER FEB MARCH APRIL 2			20190627							✓
2019	12					Electronic Ledger (PDF)	ROBERTA ...				COMPUTER REFRESH.pdf			20190630							✓
2019	12					Electronic Ledger (PDF)	ROBERTA ...				MONTHLY TIMESHEETS JUNE 201			20190618							✓
2019	12					Electronic Ledger (PDF)	ROBERTA ...				MONTHLY PPE 06-30-19 PAYROL			20190626							✓
2019	12					Electronic Ledger (PDF)	ROBERTA ...				AVIXCHANGE - PIRACI F INC.pdf			20190624							✓
2019	12										Computer Software			20190630							✓
2019	12										GroupArranged Events WATER			20190618							✓
2019	12										GroupArranged Events WATER			20190626							✓
2019	12										Spec Commercial Svcs			20190624							✓

System Help

Electronic Ledger Reconciliation

Approve Reject Return

Dept Status Payroll Reconciliation **No Activity Funds** Outstanding Items Previous Periods Submit

This will show a list of accounts that have no charges.

This will show you a list of any items that are outstanding and still need to be handled.

2019	12			Payroll accruals	000017379	1	1,748.00													
										21,100.21										
2019	12	06/25/2019	SA	G/L account document	100015002	10	156.96		AUX03JU											
										156.96	433200									
2019	12	06/28/2019	SA	G/L account document	100015148	2	103.10		AUX06JUNE			Postage	FEDEX CHGS JUNE	AUX06JUNE						
										103.10	435100									
2019	12	06/18/2019	ZD	Inter dept transfers	900826650	12	6.40				435300	Telephone	TELECOMM MONTHLY BILLING - MAY 2019	20190618						
2019	12	06/24/2019	SA	G/L account document	100014959	15	2,633.40					Telephone		20190624						
2019	12	06/30/2019	ZD	Inter dept transfers	900828963	12	117.00					Telephone	TELECOMM MONTHLY BILLING - JUNE 2019	20190630						
										2,756.80	435300									
2019	12	06/10/2019	RN	Net invoice receipt	5103084985	2	483.00	19-0085601	439100			Operating Supplies		20190610						
2019	12		RN	Net invoice receipt	5103084986	2	1,039.00	19-0085568				Operating Supplies		20190610						
2019	12		KN	Net vendors	2404619098	2	2,946.64	UNPOSTED				Operating Supplies		20190610						
2019	12	06/17/2019	ZD	Inter dept transfers	900826450	1	6.36					Operating Supplies	Copy Paper Feb & Mar	247						
2019	12		ZD	Inter dept transfers	900826450	2	6.90					Operating Supplies	Copy Paper Apr		20190617					
2019	12	06/25/2019	RN	Net invoice receipt	5103088723	2	177.59	1032240024				Operating Supplies		20190625						
2019	12	06/27/2019	RN	Net invoice receipt	5103089181	2	149.99	3417125225				Operating Supplies		20190627						
2019	12		RN	Net invoice receipt	5103089182	2	138.77	3417197539				Operating Supplies		20190627						
2019	12		RN	Net invoice receipt	5103089183	2	6.83	3417536628				Operating Supplies		20190627						
2019	12		RN	Net invoice receipt	5103089184	2	311.09	3417396007				Operating Supplies		20190627						
2019	12		RN	Net invoice receipt	5103089186	2	11.54	3417125226				Operating Supplies		20190627						
2019	12		SA	G/L account document	100015085	4	550.00					Operating Supplies		20190627						
										5,827.71	439100									
2019	12	06/30/2019	KN	Net vendors	2404628716	2	1,199.00	40229571	439200			Computer Software		20190630						
										1,199.00	439200									
2019	12	06/18/2019	KN	Net vendors	2404622264	2	37.50	47512930	446200			GroupArranged Events	WATER	20190618						
2019	12	06/26/2019	KN	Net vendors	2404625848	2	15.00	47513087				GroupArranged Events	WATER	20190626						
										52.50	446200									
2019	12	06/24/2019	KN	Net vendors	2404624683	2	2,044.17	8127520298	446500			Spec Commercial Svcs		20190624						

SAP

Electronic Ledger Reconciliation

Electronic Ledger Reconciliation

Bookmark

Dept Status Payroll Reconciliation No Activity Funds Outstanding Items Previous Periods Submit

Year	Prd	FM	pstg d.	Type	Description	FI doc.no.	Itm	Σ	Pymt	Bdgt	RefDocNo	Commt	item	Commitment	item text	Text	Assignment	Order	Add	Att	Att	Exists	Edit	Commen	Status
2019	8	02/28/2019	ZH	HR Payroll	600011390	658			134,205.66		PAYRL00001	412100		Faculty Salaries	M120190228		20190228								✓
									134,205.66			412100													✓
2019	8	02/28/2019	ZH	HR Payroll	600011391	975			10,032.95		PAYRL00001	414100		Professional Sal	M120190228		20190228								✓
									10,032.95			414100													✓
2019	8	02/12/2019	ZH	HR Payroll	600010821	307			2,618.42		PAYRL00001	416100		Cler/Tech/Maint Sal	B120190203		20190212								✓
2019	8	02/26/2019	ZH	HR Payroll	600011103	116			2,618.40		PAYRL00001	416100		Cler/Tech/Maint Sal	B120190217		20190226								✓
									5,236.82			416100													✓
									500.00			437300													✓
2019	8	02/25/2019	ZC	Procurement Card			1		119.59	U0		439100		Operating Supplies			01/02/19	01/03/19							✓
2019	8		ZC	Procurement Card			2		113.24	U0				Operating Supplies			01/03/19	01/04/19							✓
2019	8		ZC	Procurement Card			3		70.90	U0				Operating Supplies			01/04/19	01/08/19							✓
																	01/08/19	01/09/19							✓
																	01/09/19	01/10/19							✓
																	01/10/19	01/11/19							✓
																	01/10/19	01/11/19							✓
																	01/11/19	01/14/19							✓
																	01/14/19	01/15/19							✓
																	01/14/19	01/15/19							✓
																	01/14/19	01/15/19							✓
																	01/14/19	01/15/19							✓
																	01/14/19	01/15/19							✓
																	01/14/19	01/15/19							✓

Click here to see Department Comments.
Place comments here for department eyes only here.

Everyone can see these comments on the side. Be careful, sometimes this can get really confusing if multiple people are making comments on the same line.

System Help

Electronic Ledger Reconciliation

Approve Reject Return

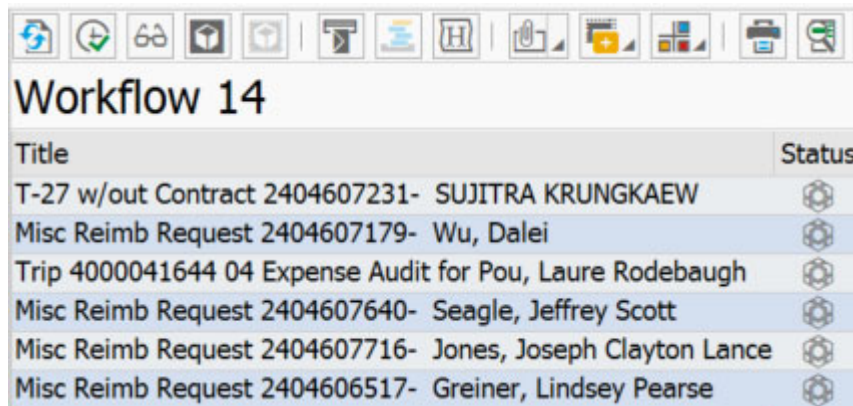
Dept Status Payroll Reconciliation No Activity Funds Outstanding Items Previous Periods Submit

Once you're done, you can approve or reject. However, if you reject, you will need to put in a reason.

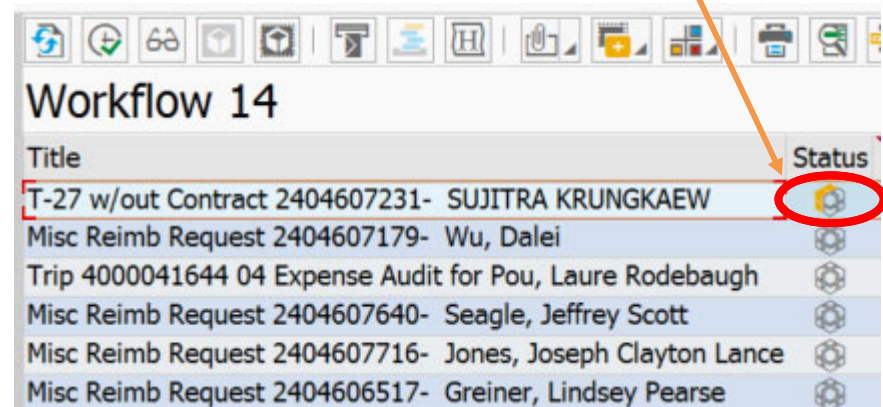
After you approve or reject, the item will disappear from your workflow.

DocNo	Cmmt item	Commitment item text	Text	Assignment	Order Add Att						
RL00001	411100	Admin Salaries	M120190630	20190628							
RL00001	416100	Cler/Tech/Maint Sal	B120190526	20190604							
RL00001		Cler/Tech/Maint Sal	B120190609	20190618							
RL00001		Cler/Tech/Maint Sal	M120190630	20190628							
000021		Cler/Tech/Maint Sal	BIWEEKLY 06-10-19 TO 06-23-19	20190630							
000021		Cler/Tech/Maint Sal	BIWEEKLY 06-24-19 TO 06-30-19	20190630							
03JUNE	433200	Duplicating	B&W COPIES JUNE	AUX03JUNE							
06JUNE	435100	Postage	FEDEX CHGS JUNE	AUX06JUNE							
	435300	Telephone	TELECOMM MONTHLY BILLING - MAY 2019	20190618							
		Telephone	TELECOMM MONTHLY BILLING - JUNE 2019	20190624							
		Telephone	TELECOMM MONTHLY BILLING - JUNE 2019	20190630							
	435300										
s 2019 12 06/10/2019	RN	Net invoice receipt	5103084985	2	483.00	19-0085601	439100	Operating Supplies		20190610	
s 2019 12	RN	Net invoice receipt	5103084986	2	1,039.00	19-0085568		Operating Supplies		20190610	
s 2019 12	KN	Net vendors	2404619098	2	2,946.64	UNPOSTED		Operating Supplies		20190610	
s 2019 12 06/17/2019	ZD	Inter dept transfers	900826450	1	6.36			Operating Supplies	Copy Paper Feb & Mar	247	
s 2019 12	ZD	Inter dept transfers	900826450	2	6.90			Operating Supplies	Copy Paper Apr		20190617
s 2019 12 06/25/2019	RN	Net invoice receipt	5103088723	2	177.59	1032240024		Operating Supplies			20190625
s 2019 12 06/27/2019	RN	Net invoice receipt	5103089181	2	149.99	3417125225		Operating Supplies			20190627
s 2019 12	RN	Net invoice receipt	5103089182	2	138.77	3417197539		Operating Supplies			20190627
s 2019 12	RN	Net invoice receipt	5103089183	2	6.83	3417536628		Operating Supplies			20190627
s 2019 12	RN	Net invoice receipt	5103089184	2	311.09	3417396007		Operating Supplies			20190627
s 2019 12	RN	Net invoice receipt	5103089186	2	11.54	3417125226		Operating Supplies			20190627
s 2019 12	SA	G/L account document	100015085	4	550.00			Operating Supplies			20190627
					5,827.71		439100				
s 2019 12 06/30/2019	KN	Net vendors	2404628716	2	1,199.00	40229571	439200	Computer Software			20190630
					1,199.00		439200				
s 2019 12 06/18/2019	KN	Net vendors	2404622264	2	37.50	47512930	446200	GroupArranged Events	WATER		20190618
s 2019 12 06/26/2019	KN	Net vendors	2404625848	2	15.00	47513087		GroupArranged Events	WATER		20190626
					52.50		446200				
s 2019 12 06/24/2019	KN	Net vendors	2404624683	2	2,044.17	8127520298	446500	Spec Commercial Svcs			20190624

Status: Clear = Ready; Yellow = Obligated

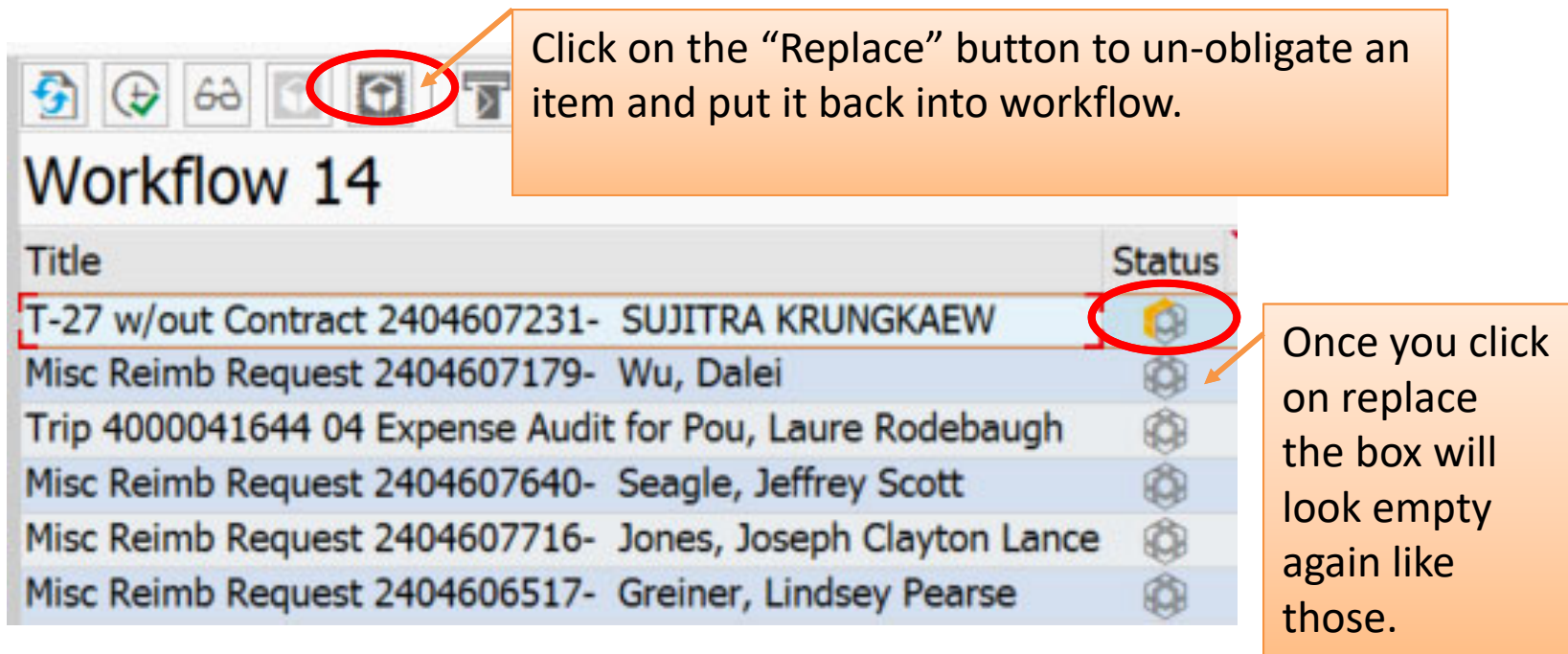


Title	Status
T-27 w/out Contract 2404607231- SUJITRA KRUNGKAEW	Clear
Misc Reimb Request 2404607179- Wu, Dalei	Clear
Trip 4000041644 04 Expense Audit for Pou, Laure Rodebaugh	Clear
Misc Reimb Request 2404607640- Seagle, Jeffrey Scott	Clear
Misc Reimb Request 2404607716- Jones, Joseph Clayton Lance	Clear
Misc Reimb Request 2404606517- Greiner, Lindsey Pearse	Clear









Title	Status
T-27 w/out Contract 2404607231- SUJITRA KRUNGKAEW	Yellow
Misc Reimb Request 2404607179- Wu, Dalei	Clear
Trip 4000041644 04 Expense Audit for Pou, Laure Rodebaugh	Clear
Misc Reimb Request 2404607640- Seagle, Jeffrey Scott	Clear
Misc Reimb Request 2404607716- Jones, Joseph Clayton Lance	Clear
Misc Reimb Request 2404606517- Greiner, Lindsey Pearse	Clear

Un-obligating An Item



Click on the "Replace" button to un-obligate an item and put it back into workflow.

Workflow 14

Title	Status
T-27 w/out Contract 2404607231- SUJITRA KRUNGKAEW	
Misc Reimb Request 2404607179- Wu, Dalei	
Trip 4000041644 04 Expense Audit for Pou, Laure Rodebaugh	
Misc Reimb Request 2404607640- Seagle, Jeffrey Scott	
Misc Reimb Request 2404607716- Jones, Joseph Clayton Lance	
Misc Reimb Request 2404606517- Greiner, Lindsey Pearse	

Once you click on replace the box will look empty again like those.



QUESTIONS?

