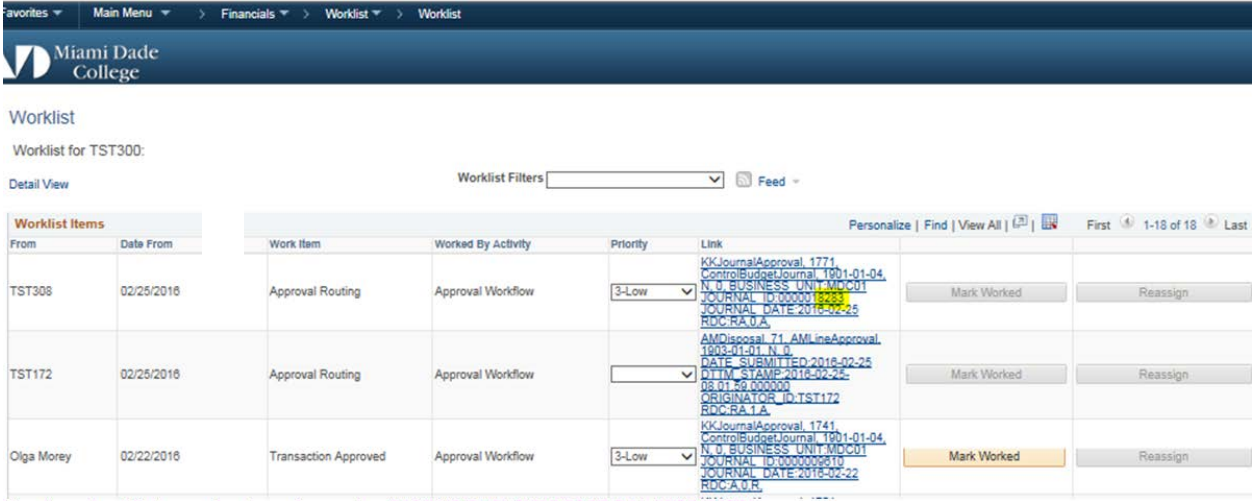


## Approving Travel and Expense Transactions Using Worklist

Step	Action
1.	<b>Approvers using the MDConnect Worklist</b>  Navigating to the <b>Main Menu</b> > Financials > Worklist > Worklist
2.	Your Worklist Items will appear in Summary view
3.	
4.	The user can sort by columns. When work is routed to an MDConnect user, it is listed in the user's worklist. To work on an item, the user selects it from the worklist and is presented with the appropriate page to begin work.
5.	Click on a Travel and Expense item to approve in the worklist.
6.	The Approve Expense Report or Travel Authorization screen will open.

## Approving Travel and Expense Transactions Using Worklist

Step	Action																																																																									
7.		<div style="border: 1px solid black; padding: 5px;"> <p>Approve Expense Report</p> <p><b>Expense Report Summary</b> Ricky Ricardo <span style="float: right;"><a href="#">User Defaults</a></span></p> <hr/> <p><b>General Information</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Report Description test</td> <td style="width: 33%;">Report ID 0000288953</td> <td style="width: 33%;">Employee Base Office</td> </tr> <tr> <td>Business Purpose Conference</td> <td>Reference</td> <td></td> </tr> <tr> <td>Report Status Submitted for Approval</td> <td>Created on 10/5/2015</td> <td>By 00000001212</td> </tr> <tr> <td></td> <td>Updated on 10/5/2015 10:10:14AM</td> <td>By 00000001212</td> </tr> </table> <p>*Accounting Date 09/27/2015 <span style="float: right;"><a href="#">Notes</a></span></p> <p>Accounting Template STANDARD <span style="float: right;"><a href="#">Notes</a></span></p> <hr/> <p>Accounting Defaults <span style="float: right;">More Options <input type="text"/> <input type="button" value="GO"/></span></p> <p><small>You can deny individual expenses and still approve or send back the overall report.</small></p> <p><b>Expense Line Items</b></p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>Expense Type</th> <th>Date</th> <th>PC Business Unit</th> <th>Project</th> <th>Activity</th> <th>Reimburse Amt</th> <th>Currency</th> <th>Approve</th> </tr> </thead> <tbody> <tr> <td>Domestic Incidentals</td> <td>09/27/2015</td> <td></td> <td></td> <td></td> <td style="text-align: right;">220.00</td> <td>USD</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <hr/> <p><b>Expense Report Totals</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Employee Expenses (1 Line)</td> <td style="width: 33%;">220.00 USD</td> <td style="width: 33%;">Due Employee</td> <td style="width: 33%;">220.00 USD</td> </tr> <tr> <td>Non-Reimbursable Expenses</td> <td>0.00 USD</td> <td>Due Supplier</td> <td>0.00 USD</td> </tr> <tr> <td>Prepaid Expenses</td> <td>0.00 USD</td> <td colspan="2" style="text-align: center;"><a href="#">Definition of Totals</a></td> </tr> <tr> <td>Employee Credits</td> <td>0.00 USD</td> <td></td> <td></td> </tr> <tr> <td>Supplier Credits</td> <td>0.00 USD</td> <td></td> <td></td> </tr> <tr> <td>Cash Advances Applied</td> <td>0.00 USD</td> <td></td> <td></td> </tr> </table> <hr/> <p><b>Pending Actions</b></p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>Role</th> <th>Name</th> <th>Action</th> <th>Date/Time</th> </tr> </thead> <tbody> <tr> <td>Expense Manager</td> <td>(Pooled)</td> <td></td> <td></td> </tr> <tr> <td>Prepay Auditor</td> <td>(Pooled)</td> <td></td> <td></td> </tr> </tbody> </table> <hr/> <p><b>Action History</b></p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>Role</th> <th>Name</th> <th>Action</th> <th>Date/Time</th> </tr> </thead> <tbody> <tr> <td>Employee</td> <td>Ricky Ricardo</td> <td>Submitted</td> <td>10/5/2015 10:10:14AM</td> </tr> </tbody> </table> <hr/> <p><b>Comments</b></p> <div style="border: 1px solid gray; height: 20px; width: 100%;"></div> <hr/> <p><small>Budget Status Not Budget Checked</small> <b>Budget Checking is required before the Expense Report can be Approved. Please click on the Budget Options hyperlink.</b></p> <p><a href="#">Budget Options</a></p> <p style="text-align: center;"> <input type="button" value="Approve"/> <input type="button" value="Send Back"/> <input type="button" value="Hold"/> <input type="button" value="Save Changes"/> </p> <p style="text-align: center;"> <a href="#">Return to Approval List</a> <span style="margin-left: 100px;"><a href="#">Previous in List</a></span> </p> </div>	Report Description test	Report ID 0000288953	Employee Base Office	Business Purpose Conference	Reference		Report Status Submitted for Approval	Created on 10/5/2015	By 00000001212		Updated on 10/5/2015 10:10:14AM	By 00000001212	Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Approve	Domestic Incidentals	09/27/2015				220.00	USD	<input checked="" type="checkbox"/>	Employee Expenses (1 Line)	220.00 USD	Due Employee	220.00 USD	Non-Reimbursable Expenses	0.00 USD	Due Supplier	0.00 USD	Prepaid Expenses	0.00 USD	<a href="#">Definition of Totals</a>		Employee Credits	0.00 USD			Supplier Credits	0.00 USD			Cash Advances Applied	0.00 USD			Role	Name	Action	Date/Time	Expense Manager	(Pooled)			Prepay Auditor	(Pooled)			Role	Name	Action	Date/Time	Employee	Ricky Ricardo	Submitted	10/5/2015 10:10:14AM
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9.		You have successfully approved your items in your checklist. <b>End of Procedure.</b>																																																																								