



## How to Approve a Document Quick Reference Guide

---

### *Introduction*

Documents requiring approval from either you or your team can be accessed from the “Worklist” menu.

You have a personal worklist, and you may be assigned to one or more approval worklists. These worklists contain a listing of all documents assigned to your team to complete or approve.

Documents requiring your approval are routed to the appropriate approval worklist. There, you can move the document to your personal worklist for applying approvals. You will be able to view the worklists for each approval role granted to you.

Documents that are rejected by an approver (rejected documents) will be returned to the previous approver.

### **Possible Approval or Non-Approval Actions:**

From the group worklist or your personal worklist, you can click **Action Menu** to see the possible approval actions:

- **Approve** – Applies your approval to the selected document at the currently assigned approval level. Once you have approved the document it is removed from your worklist and routed to the next level for approval, if any.
- **Unapprove** – Removes a previously applied approval from the document. Unapprove can only be applied to a document when the routing Reason is “Confirm” or “Remove Approval”. Unapprove allows you to take back your applied approvals.
- **Reject** – Indicates you do not approve the selected document at the current approval level. The document is routed back to the approver who previously approved the document. A Reject action can be applied at any approval level by any approver, as opposed to Unapprove, which can only be applied on a document on which a Reject action has been applied.
- **Reject All** – Used to indicate that you do not want to approve the selected document at the current approval level and want to remove the document from the approval process. This action will reject all approval levels, including yours, and will route the document back to the owner for corrections.
- **Reassign** – Allows you to assign the work to another user. Reassign will display the User Information page where you can select a user from the grid and confirm by clicking the Select hyperlink. This will remove the work from your worklist and add it to the selected user’s worklists.
- **Take Task** – Enables you to take a document from an approval worklist to your worklist in order to take action on.
- **Return Task** – Enables you to return a document from your worklist to the approval role worklist where it may be taken by another user.
- **Manual Route** – Enables you to route the document to another user’s worklist. The work unit will be added to the routed user’s worklist. However, the routed document will continue to exist in your worklist.
- **Bypass Approvals** – Allows the document to be processed completely without needing to go through the approval process. The ability to perform this action is based on your security settings; few users will have this capability.
- **Track Work in Progress** – Enables you to view the workflow status of a document. The Track Work in Progress page displays all past, current and future routings for the selected document. You will also be able to view the approval log for the selected document by clicking **Workflow** then **Track Work in Progress**.



## How to Approve a Document Quick Reference Guide

- Refresh – You may refresh the worklist at any time by selecting the Refresh link. Any new documents waiting approval will be added.
- Recall – Displays the documents that a user has (recently) approved and that have not been further approved. The documents listed in the grid reflect those that you have recently approved and are still in Pending status, along with those documents for which your approval is currently the last one applied to the document. If you choose to recall your approval, you may then re-approve the document or perform a Reject action. The document must be submitted in order to move into Final status.

If no further approvals are required, Advantage will post all transactions and cause the document phase to become Final.

### *State of Maine Policy*

The actions you can perform on worklist objects are based on the Security settings you are given. Office of the State Controller (OSC) Accounting reserves the right to adjust the approval rules depending on organizational needs.

For more information on this topic, please refer to the 801 Security & Workflow training manual on the OSC website.

### *How to Approve a Document*

<ol style="list-style-type: none"> <li>1. Login to Advantage (step not shown).</li> <li>2. Open the Worklist from the Message Center on the Secondary Navigation panel (step not shown).</li> <li>3. Select the appropriate group Worklist from the <b>Select Worklist</b> dropdown list. The Worklist page populates with documents requiring approvals.</li> </ol>	<p>The screenshot shows the 'Worklist' interface. At the top, there is a 'Select Worklist' dropdown menu with 'DHHS APPROVER' selected. A yellow box with the number '3' is placed next to the dropdown. Below this are several input fields: 'Level', 'Code', 'Dept', 'Unit', 'ID', and 'Submitter ID'. There are 'Browse' and 'Clear' links below the input fields. Below the input fields is a table with the following columns: Level, Code, Dept, Unit, ID, Comments, Creator ID, Submitter ID, and Date. The table contains five rows of data, each with a checkbox in the first column. The last row has a link 'Menu Recall Manager Worklist' below it.</p> <table border="1"> <thead> <tr> <th></th> <th>Level</th> <th>Code</th> <th>Dept</th> <th>Unit</th> <th>ID</th> <th>Comments</th> <th>Creator ID</th> <th>Submitter ID</th> <th>Date</th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1</td> <td>PRC</td> <td>10A</td> <td></td> <td><a href="#">7311BM0180</a></td> <td>No</td> <td>bmarston</td> <td>bmarston</td> <td>9/2/2010 8:47:05 AM</td> <td>Apply approve</td> </tr> <tr> <td><input type="checkbox"/></td> <td>1</td> <td>PRC</td> <td>10A</td> <td></td> <td><a href="#">7311BM0179</a></td> <td>No</td> <td>bmarston</td> <td>bmarston</td> <td>9/2/2010 8:48:10 AM</td> <td>Apply approve</td> </tr> <tr> <td><input type="checkbox"/></td> <td>1</td> <td>PRC</td> <td>10A</td> <td></td> <td><a href="#">7311BM0177</a></td> <td>No</td> <td>bmarston</td> <td>bmarston</td> <td>9/2/2010 8:49:54 AM</td> <td>Apply approve</td> </tr> <tr> <td><input type="checkbox"/></td> <td>1</td> <td>GAX</td> <td>10A</td> <td></td> <td><a href="#">8111MLT00047</a></td> <td>No</td> <td>mtower</td> <td>mtower</td> <td>9/2/2010 7:25:12 AM</td> <td>Apply approve</td> </tr> <tr> <td><input type="checkbox"/></td> <td>1</td> <td>GAX</td> <td>10A</td> <td></td> <td><a href="#">8211MDD0740</a></td> <td>No</td> <td>mdoyon1</td> <td>mdoyon1</td> <td>9/2/2010 8:44:36 AM</td> <td>Apply approve</td> </tr> </tbody> </table>		Level	Code	Dept	Unit	ID	Comments	Creator ID	Submitter ID	Date		<input type="checkbox"/>	1	PRC	10A		<a href="#">7311BM0180</a>	No	bmarston	bmarston	9/2/2010 8:47:05 AM	Apply approve	<input type="checkbox"/>	1	PRC	10A		<a href="#">7311BM0179</a>	No	bmarston	bmarston	9/2/2010 8:48:10 AM	Apply approve	<input type="checkbox"/>	1	PRC	10A		<a href="#">7311BM0177</a>	No	bmarston	bmarston	9/2/2010 8:49:54 AM	Apply approve	<input type="checkbox"/>	1	GAX	10A		<a href="#">8111MLT00047</a>	No	mtower	mtower	9/2/2010 7:25:12 AM	Apply approve	<input type="checkbox"/>	1	GAX	10A		<a href="#">8211MDD0740</a>	No	mdoyon1	mdoyon1	9/2/2010 8:44:36 AM	Apply approve
	Level	Code	Dept	Unit	ID	Comments	Creator ID	Submitter ID	Date																																																										
<input type="checkbox"/>	1	PRC	10A		<a href="#">7311BM0180</a>	No	bmarston	bmarston	9/2/2010 8:47:05 AM	Apply approve																																																									
<input type="checkbox"/>	1	PRC	10A		<a href="#">7311BM0179</a>	No	bmarston	bmarston	9/2/2010 8:48:10 AM	Apply approve																																																									
<input type="checkbox"/>	1	PRC	10A		<a href="#">7311BM0177</a>	No	bmarston	bmarston	9/2/2010 8:49:54 AM	Apply approve																																																									
<input type="checkbox"/>	1	GAX	10A		<a href="#">8111MLT00047</a>	No	mtower	mtower	9/2/2010 7:25:12 AM	Apply approve																																																									
<input type="checkbox"/>	1	GAX	10A		<a href="#">8211MDD0740</a>	No	mdoyon1	mdoyon1	9/2/2010 8:44:36 AM	Apply approve																																																									



## How to Approve a Document Quick Reference Guide

4. Select the document(s) you want to review by clicking the corresponding checkbox.

**Worklist**

Select Worklist:  Level:  Code:  Dept:  Unit:  ID:  Submitter ID:

[Browse](#) [Clear](#)

	Level	Code	Dept	Unit	ID	Comments	Creator ID	Submitter ID	Date	Rea
<input checked="" type="checkbox"/>	4	PRC	10A		7311BM0180	No	bmarston	bmarston	9/2/2010 8:47:05 AM	Apply approval P
<input type="checkbox"/>		PRC	10A		7311BM0179	No	bmarston	bmarston	9/2/2010 8:48:10 AM	Apply approval P
<input type="checkbox"/>	1	PRC	10A		7311BM0177	No	bmarston	bmarston	9/2/2010 8:49:54 AM	Apply approval P
<input type="checkbox"/>	1	GAX	10A		8111MLT00047	No	mtower	mtower	9/2/2010 7:25:12 AM	Apply approval G
<input type="checkbox"/>	1	GAX	10A		8211MDD0740	No	mdoyon1	mdoyon1	9/2/2010 8:44:36 AM	Apply approval G

First Prev Next Last Approve Reject [Take Task](#) Return Task [Refresh](#)

[Menu](#) [Recall](#) [Manager Worklist](#)

5. Click [Take Task](#). The document is moved to your personal worklist.

**Worklist**

Select Worklist:  Level:  Code:  Dept:  Unit:  ID:  Submitter ID:

[Browse](#) [Clear](#)

	Level	Code	Dept	Unit	ID	Comments	Creator ID	Submitter ID	Date	Rea
<input checked="" type="checkbox"/>	1	PRC	10A		7311BM0180	No	bmarston	bmarston	9/2/2010 8:47:05 AM	Apply approval
<input type="checkbox"/>	1	PRC	10A		7311BM0179	No	bmarston	bmarston	9/2/2010 8:48:10 AM	Apply approval
<input type="checkbox"/>	1	PRC	10A		7311BM0177	No	bmarston	bmarston	9/2/2010 8:49:54 AM	Apply approval
<input type="checkbox"/>	1	GAX	10A		8111MLT00047	No	mtower	mtower	9/2/2010 7:25:12 AM	Apply approval
<input type="checkbox"/>	1	GAX	10A		8211MDD0740	No	mdoyon1	mdoyon1	9/2/2010 8:44:36 AM	Apply approval

First Prev Next Last Approve [Take Task](#) Return Task [Refresh](#)

[Menu](#) [Recall](#) [Manager Worklist](#)



## How to Approve a Document Quick Reference Guide

6. Select your personal worklist from the **Select Worklist** dropdown list. The documents in your personal worklist are displayed.

**Worklist**

Select Worklist: JOHN SMITH **6**

Level:

Code:

Dept:

Unit:

ID:

Submitter ID:

[Browse](#) [Clear](#)

	Level	Code	Dept	Unit	ID	Comments	Creator ID	Submitter ID	Date	Re
<input type="checkbox"/>	1	GAX	10A		<a href="#">8211MDD0742</a>	No	mdoyon1	mdoyon1	9/2/2010 8:50:00 AM	Apply approval G
<input type="checkbox"/>	1	PRC	10A		<a href="#">7311BM0180</a>	No	bmarston	bmarston	9/2/2010 8:47:05 AM	Apply approval P
<input type="checkbox"/>	1	GAX	10A		<a href="#">8211MDD0760</a>	No	mdoyon1	mdoyon1	9/2/2010 2:53:04 PM	Apply approval G
<input type="checkbox"/>	1	GAX	10A		<a href="#">8211MDD0762</a>	No	mdoyon1	mdoyon1	9/2/2010 2:59:10 PM	Apply approval G

First Prev Next Last [Approve](#) [Reject](#) [Take Task](#) [Return Task](#) [Refresh](#)

[Menu](#) [Recall](#)

7. To review the document, click on the link for the document under the ID column to open the document.

**Worklist**

Select Worklist: JOHN SMITH

Level:

Code:

Dept:

Unit:

ID:

Submitter ID:

[Browse](#) [Clear](#)

	Level	Code	Dept	Unit	ID	Comments	Creator ID	Submitter ID	Date	Reason
<input type="checkbox"/>	1	GAX	10A		<a href="#">8211MDD0742</a>	No	mdoyon1	mdoyon1	9/2/2010 8:50:00 AM	Apply approval
<input checked="" type="checkbox"/>	1	PRC	10A		<a href="#">7311BM0180</a>	No	bmarston	bmarston	9/2/2010 8:47:05 AM	Apply approval
<input type="checkbox"/>	1	GAX	10A		<a href="#">8211MDD0760</a>	No	mdoyon1	mdoyon1	9/2/2010 2:53:04 PM	Apply approval
<input type="checkbox"/>	1	GAX	10A		<a href="#">8211MDD0762</a>	No	mdoyon1	mdoyon1	9/2/2010 2:59:10 PM	Apply approval

First Prev Next Last [Approve](#) [Reject](#) [Take Task](#) [Return Task](#) [Refresh](#)

[Menu](#) [Recall](#)



## How to Approve a Document Quick Reference Guide

8. After reviewing the document, click **Approve** or **Reject** from within the document.

Pymt Request-CommodityBased(PRC) Dept: 10A ID: 7311BM0180 Ver.: 1 Function: New Phase: Pending

**Header**

**General Information** Payee Extended Description Contact Document Information

Document Name: DDS-10-018

Record Date:

Budget FY:

Fiscal Year:

Period:

Bank Account:

Accounting Profile:

Replacement:

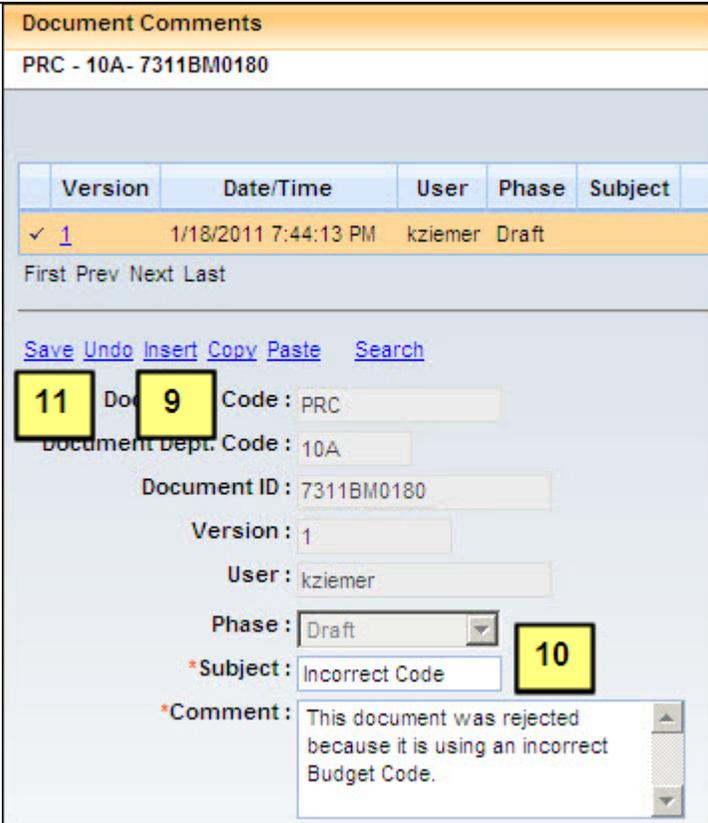
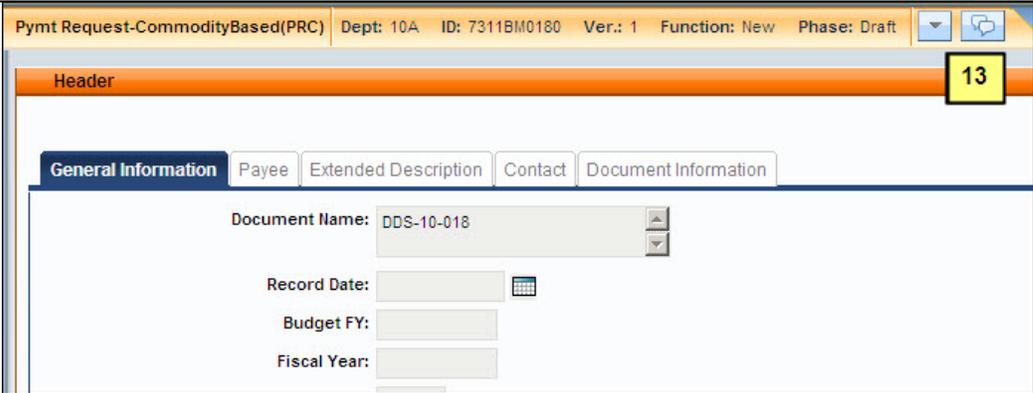
Cited Authority:

Document Description: Bell Document from 2010 to 2011

Accounting Distribution	No. of Lines: 0	Distribution Line: none	Distribution Percentage: none
Vendor	No. of Lines: 1	Vendor Line: 1	Vendor Customer: VC1000086260
Commodity	No. of Lines: 1	Commodity Line: 1	CL Description: Commodity:
Accounting	No. of Lines: 1	Accounting Line: 1	Total Line Amount: \$957.44
Posting	No. of Lines: 2		



## How to Approve a Document Quick Reference Guide

<p>9. The Document Comments page is displayed. Click <b>Insert</b>. The document identifier information auto-populates.</p> <p>10. Enter a <b>Subject</b> and <b>Comment</b> fields.</p> <p>11. To save the comment, click <b>Save</b>.</p> <p>12. To return to the document, click the <b>Back</b> link , in the upper right-hand corner of the screen (step not shown).</p>	 <p>The screenshot shows the 'Document Comments' interface for document PRC - 10A- 7311BM0180. It includes a table with columns for Version, Date/Time, User, Phase, and Subject. Below the table are navigation links (First, Prev, Next, Last) and action links (Save, Undo, Insert, Copy, Paste, Search). The form fields are populated with: Code: PRC, Document Dept. Code: 10A, Document ID: 7311BM0180, Version: 1, User: kziemer, Phase: Draft, Subject: Incorrect Code, and Comment: This document was rejected because it is using an incorrect Budget Code. Yellow boxes highlight the '11' on the Save button, the '9' on the Document Dept. Code field, and the '10' on the Subject field.</p>	
<p>13. The comment icon  appears next to the Action Menu on the document to indicate that comments are associated with this document.</p>		 <p>The screenshot shows the document header for 'Pymt Request-CommodityBased(PRC)'. The header includes fields for Dept: 10A, ID: 7311BM0180, Ver.: 1, Function: New, and Phase: Draft. A comment icon is visible in the top right corner, highlighted with a yellow box labeled '13'. Below the header are tabs for General Information, Payee, Extended Description, Contact, and Document Information. The General Information tab is active, showing fields for Document Name (DDS-10-018), Record Date, Budget FY, and Fiscal Year.</p>