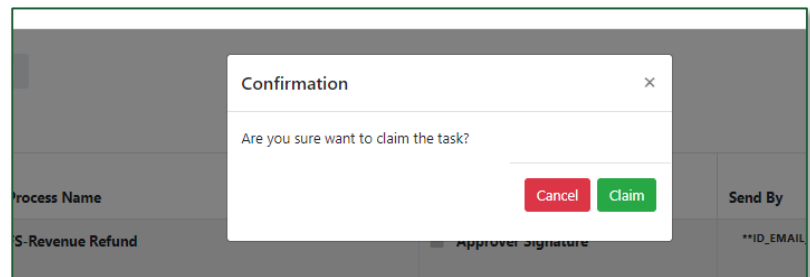
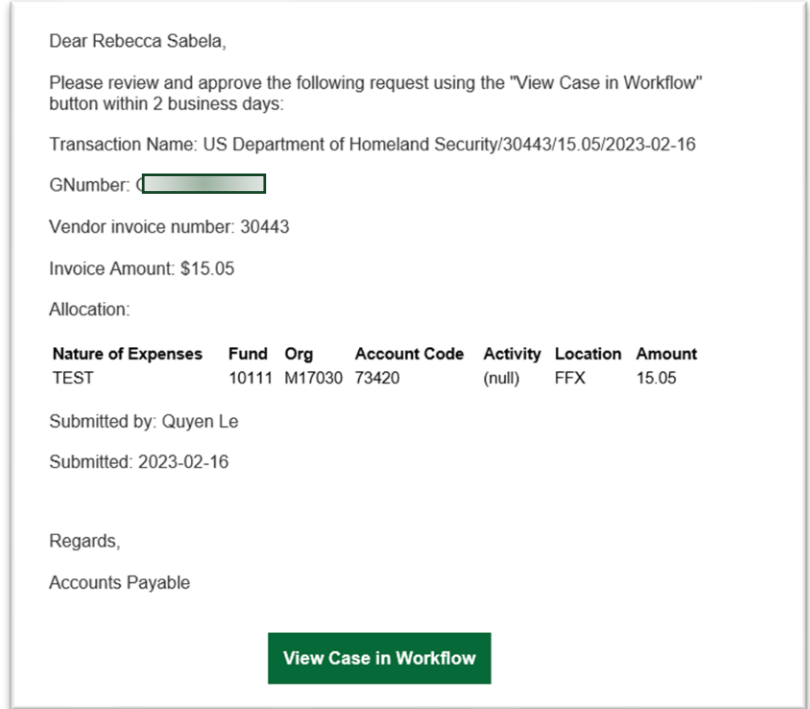


Workflow Approver Quick Guide

Individuals are assigned to review and approve Accounts Payable documents in Ellucian Workflow, based on the Authorized Approver database, selected by the end-user who is submitting the form. The approver may follow the steps outlined below to navigate this process.

Step-by-Step

1. Approvers will receive an email from GMU Workflow (wfnorply@gmu.edu) with an overview of the transaction request and a link to **View Case in Workflow**.
2. The supporting documentation will be attached to the approval email. Approvers should review the supporting documentation attached to the approval email prior to viewing the case in Workflow. *The supporting documentation links embedded within Workflow are currently inactive.*
3. Click the View Case in Workflow button and follow the prompts to login to Workflow if required.
4. In the pop-up Confirmation box click on **Claim**. NOTE: If the Confirmation box doesn't display or the case does not appear in unassigned, it has already been claimed by another approver and no further action on your part is required.
5. Review the document in Workflow to ensure that all the information is correct.
6. Scroll to the *E-signature of the Fund/Org Approver* section.
7. Select a **Decision**.
 - a. *Approve*: moves the document to the next approver.
 - b. *Disapprove*: stops the Workflow, but does not send to document back to the requestor. Use this option to deny an unallowable transaction.



- c. *Return for Revision*: sends the document back to the requester for revision. A comment is required and will be included as the “reason for revision” when routed back to the requester.

E-signature of the Fund/Org approver:

Decision: * Please Select

Comments: * Approve
Disapprove
Return for Revision


Printed Name: * Rebecca Sabela Title: * Lead Accountant

Enter your full name and click “Sign Electronically” for e-signature

Date: * 02-16-2023

Sign Electronically

8. Enter a comment, as required.
9. Enter your full name and click **Sign Electronically** to complete the process.
10. Approvers will see an on-screen confirmation that their decision has been submitted.

 Fiscal Services – Account Payable
Payment Request

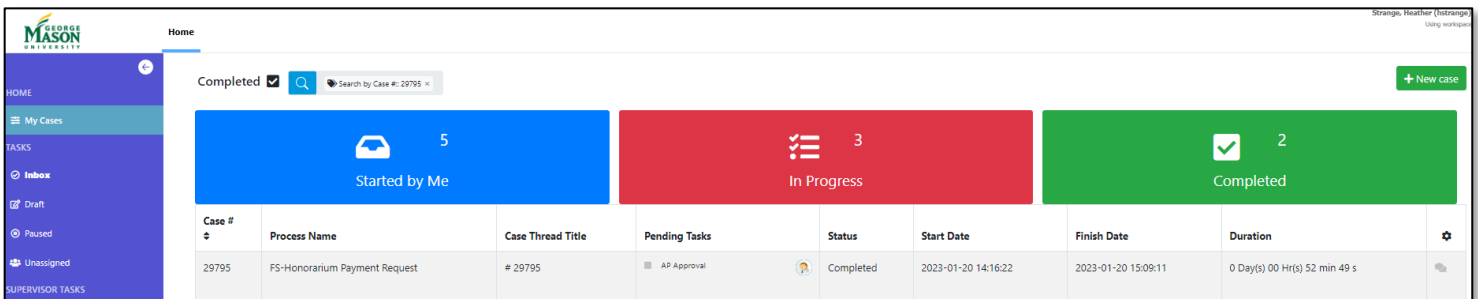
Case Number: 30443 Date: 02-16-2023

Thank you. Your decision has been submitted.

Ellucian Workflow

Workflow users may go directly to their Inbox and review cases by accessing [Ellucian Workflow](#).

- a. Login using your Mason Net ID and password.
- b. Double click on the Case # or go to the “Completed” tab and select the document.
- c. Under **My Cases**, users can review cases that they have started, that are in progress, or that have been completed.



Case #	Process Name	Case Thread Title	Pending Tasks	Status	Start Date	Finish Date	Duration
29795	FS-Honorarium Payment Request	# 29795	AP Approval	Completed	2023-01-20 14:16:22	2023-01-20 15:09:11	0 Day(s) 00 Hr(s) 52 min 49 s

For questions regarding special handling requests or form completion, please contact apforms@gmu.edu.