## What Has Been Waiting for Approval for a Length of Time

There are queries that you need to run to watch TA's, CA's and TER's that aren't getting approved timely. TA's are critical to have them approved before the travel date. Query 5 is helpful for TER's,TA's and CA's and Query 27 is needed to watch the TA's close to their travel date. Make sure and change the Business Unit at the top.

1. Click the **Expense WorkCenter**
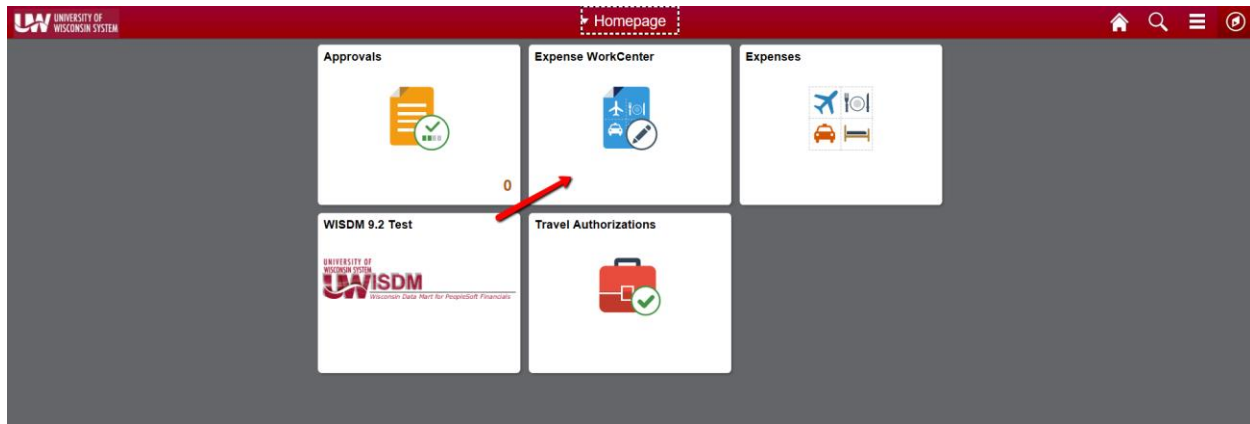
1. Click Information - Central
2. Choose one of the following
   a. 5 – Outstanding Items
   b. 25 – Expense Report Related
   c. 27 – Travel Authorization/Cash Advance Related

The search will return the UW Travel and Expenses – Information – Central results

Shared Financial System

Information - Central

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

Search by: Row Number = [_____]

[Search]   Advanced Search

Search Results

View All	First ◀ 1-23 of 23 ▶ Last

Row Number	Description
1	Workflow Problems
5	Outstanding items
8	Items orphaned in workflow
10	Expense Processing page
20	Employee data
25	Expense Report Related
27	Travel Authorization/Cash Advance related
28	Approver/Auditor queries for RSP
30	Approver counts and details
31	Departments with approver issues
40	Foundation Related

Choose 5 – Outstanding Items

The Group 5 – Outstanding Items, is a summary of the TER's, TA's and CA's and who has been waiting for approval. TA's need to be watched carefully to ensure they do not go past the travel date.

UW Travel and Expenses
Information - Central

Expenses   Group   5   GL Business Unit UWMIL

Outstanding items

Outstanding workflow items (pending, not approved) for the user's business unit and items that have not been submitted. Refer to the TA/CA group or ER group for information on specific TAs, CAs, or ERs

Items for this Group   Find   First ◀ 1-8 of 8 ▶ Last

1 **ERs pending approval**   6   Details
   Number of Expense Reports pending approvals. Details lists the expense report, and the approver(s) who need to approve.
   Prompts for business unit (count is for user's default unit)

3 **ER waiting > 7 days**   5   Details
   ERs that have been waiting for more than 7 days in an approver's queue. This lists ALL the approvers as there may be
   multiple for a single ER. See the Expense Report group for queries on specific ERs.

5 **ER's Pending. Not submitted.**   603   Details
   Displays any Pending TER's that are waiting for the traveler to submit.

   Prompts for business unit (count is for user's default unit)

11 **TAs pending approval**   2   Details
   Number of Travel Authorization pending approvals

13 **TA waiting > 7 days**   2   Details
   TAs that have been waiting for more than 7 days in an approver's queue. This lists ALL the approvers as there may be
   multiple for a single TA. See the TA/CA group for queries on specific TAs

15 **TA's Pending. Not submitted.**   158   Details
   Displays any Pending TA's that are waiting for the traveler to submit.

   Prompts for business unit (count is for user's default unit)

21 **CAs pending approval**   2   Details
   Cash Advances pending approvals

Choose 27 – Travel Authorization/Cash Advance Related

Item 1, TA's that MUST be denied, are TA's in the past that have to be deleted because they were not approved in time. You need to be proactive to ensure this doesn't happen.

Item 2, TA starts within next 10 days. Please monitor these to ensure they get approved quickly.

UW Travel and Expenses
Information - Central

Expenses   Group   27   **GL Business Unit** UWMIL

Travel Authorization/Cash Advance related

Travel Authorization and Cash Advance related
Includes Travel Authorizations with Cash Advances

Items for this Group   Find   First ◁ 1-13 of 13 ▷ Last

1 **TAs that MUST be denied**   2   Details
  These are travel authorizations in your business unit that have not been approved but whose ending date is in the past.
  These MUST be denied (the system will NOT allow these to be approved)

2 **TA starts within next 10 days**   0   Details
  These TAs have their start date within 10 the next days. These must be either approved, sent back, or denied while that is
  still possible.

4 **History of a TA**   Details
  The approval history of a specific Travel Authorization (a prompt) with comments.
  If no rows returned then TA has NOT been submitted

5 **TA in workflow (summary)**   Details
  Summary of where a specific TA (a prompt) is in the workflow process.

6 **TA in workflow (detail)**   Details
  Details of where a specific TA (a prompt) is in the workflow process.

7 **TA to ER**   Details
  For a specific Travel Authorization what Expense Report uses it?

10 **Who approves a Dept?**   Details
   Who are all the possible approvers for a department? Details prompt for a department and the results are all approvers
   assigned to those departments.
   Not all will receive workflow as those decisions are made during processing.