

## Workflow Reassignment - Workflow System Administrators

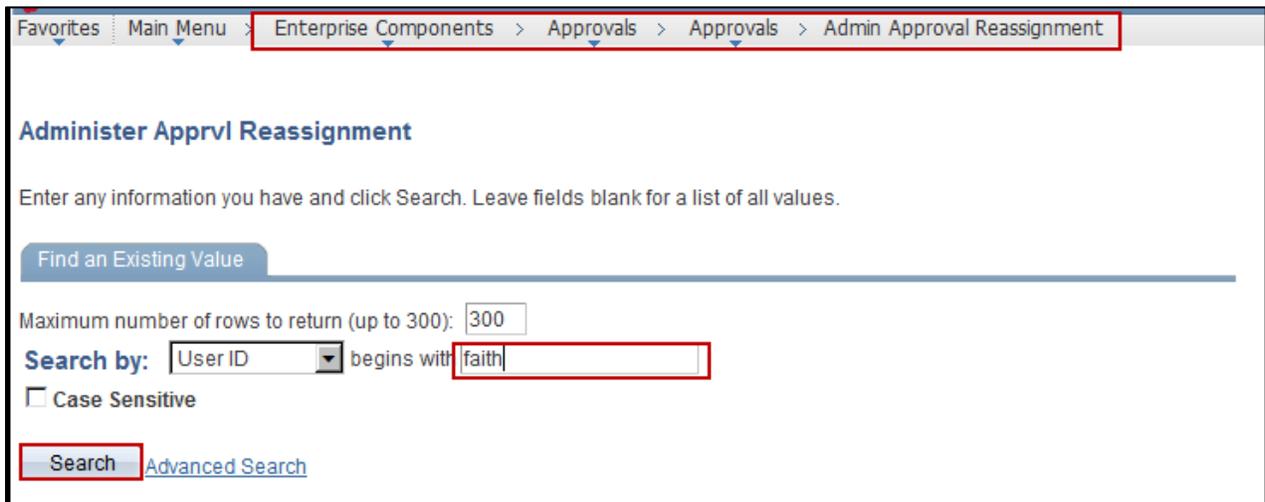
### About Workflow Reassignment

In Cardinal, all transactions for Purchase Orders, Vouchers, Journals and Expense require approval based on business rules. Sometimes these items may need to be moved from one approver to another by the Workflow System Administrator.

There are three scenarios when items need to be moved:

- Approver is out unexpectedly and items need to be moved to another approver
- Approver plans to be out for an extended period of time and items need to be routed during this time
- In rare cases, if no approver is found that meet the business rules for the transaction, they route for reassignment

In cases where items need to be moved, Cardinal provides a Workflow Reassignment page. Workflow System Administrators use this page to move transactions as needed. Transactions can be moved to any alternate user that is assigned to the business unit of the transaction and who has approval role(s) for the transaction. All or any selected transactions can be moved at one time.



- 1 Navigate to **Admin Apprvl Reassignment** page using the following path:  
**Main Menu > Enterprise Components > Approvals > Approvals > Admin Approval Reassignment**
- 2 Enter the approver **User ID**.
- 3 Click the **Search** button.

## Workflow Reassignment - Workflow System Administrators

Approve ID: FAITH.MITCHELL Mitchell, Faith (VDOT)  
Primary BU: 50100

Select All Deselect All Reassign To:

Select	Process ID	Process Name	Business Unit	Transaction Count	Details...	Reassign To	Name
<input type="checkbox"/>	ERApproval	Expense Rpt Approval Process	50100	2	<a href="#">Details...</a>	<input type="text"/>	
<input type="checkbox"/>	VoucherApproval	Voucher Approvals	50100	30	<a href="#">Details...</a>	<input type="text"/>	

Comments

Alternate User

Alternate User ID:

Primary BU

From Date:  To Date:

Save Return to Search Notify

4 In this example, this user has both pending **Expense** and **Voucher** related items on their Worklist.

Approve ID: FAITH.MITCHELL Mitchell, Faith (VDOT)  
Primary BU: 50100

Select All Deselect All Reassign To:

Select	Process ID	Process Name	Business Unit	Transaction Count	Details...	Reassign To	Name
<input type="checkbox"/>	ERApproval	Expense Rpt Approval Process	50100	2	<a href="#">Details...</a>	<input type="text"/>	
<input type="checkbox"/>	VoucherApproval	Voucher Approvals	50100	30	<a href="#">Details...</a>	<input type="text"/>	

Comments

Alternate User

Alternate User ID:

Primary BU

From Date:  To Date:

Save Return to Search Notify

5 This page also contains a section to enter an **Alternate User** for future dated items.

## Workflow Reassignment - Workflow System Administrators

Approve ID: FAITH.MITCHELL Mitchell, Faith (VDOT)  
 Primary BU: 50100

Select All Deselect All Reassign To:  Hays, John L. (VDOT)

Select	Process ID	Process Name	Business Unit	Transaction Count	Details...	Reassign To	Name
<input type="checkbox"/>	ERApproval	Expense Rpt Approval Process	50100	2	<a href="#">Details...</a>	JOHN.HAYS	Hays, John L. (VDOT)
<input type="checkbox"/>	VoucherApproval	Voucher Approvals	50100	30	<a href="#">Details...</a>	JOHN.HAYS	Hays, John L. (VDOT)

Comments

Alternate User

Alternate User ID:

Primary BU

From Date:  To Date:

WF Reassignment/Alt Opr | [Revoke WF Reassignment](#)

- 6 Entering a name into the Header **Reassign To** field automatically populates all transactions to that person.

Approve ID: FAITH.MITCHELL Mitchell, Faith (VDOT)  
 Primary BU: 50100

Select All Deselect All Reassign To:

Select	Process ID	Process Name	Business Unit	Transaction Count	Details...	Reassign To	Name
<input type="checkbox"/>	ERApproval	Expense Rpt Approval Process	50100	2	<a href="#">Details...</a>	DONNA.CLONIGER	Cloniger, Donna J. (VDOT)
<input type="checkbox"/>	VoucherApproval	Voucher Approvals	50100	30	<a href="#">Details...</a>	JOHN.HAYS	Hays, John L. (VDOT)

Comments

Alternate User

Alternate User ID:

Primary BU

From Date:  To Date:

WF Reassignment/Alt Opr | [Revoke WF Reassignment](#)

- 7 To assign items to different Approver names, leave the **Reassign To** field in the Header blank and enter or select different names for each process in the **Reassign To** field next to each process.

**Note:** there are 30 **Voucher Approvals** on this worklist.

## Workflow Reassignment - Workflow System Administrators

Approve ID: FAITH.MITCHELL Mitchell, Faith (VDOT)  
Primary BU: 50100

Select All Deselect All Reassign To:

Select	Process ID	Process Name	Business Unit	Transaction Count	Details...	Reassign To	Name
<input type="checkbox"/>	ERApproval	Expense Rpt Approval Process	50100	2	<a href="#">Details...</a>	DONNA.CLONIGER	Cloniger, Donna J. (VDOT)
<input checked="" type="checkbox"/>	VoucherApproval	Voucher Approvals	50100	30	<a href="#">Details...</a>	JOHN.HAYS	Hays, John L. (VDOT)

- 8 Click the **Select** checkbox next to the **Process** you want to make changes to.
- 9 Click on the **Details** hyperlink.

Approver's ID: FAITH.MITCHELL  
Process ID: VoucherApproval  
Business Unit: 50100 [UnSelect All](#)

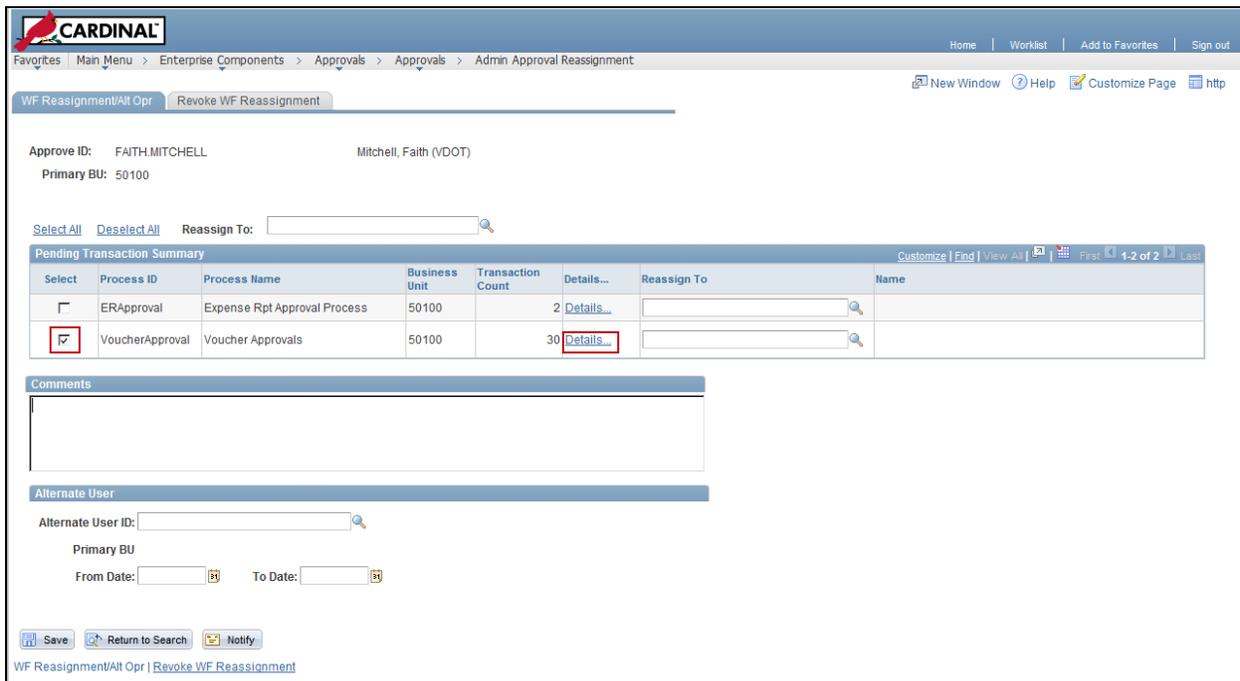
Select	Business Unit	Document	Requester	Original Approver	Lact Action Oprid	Reassign To	Name
<input checked="" type="checkbox"/>	50100	00360280	CHERYL.BLACK	FAITH.MITCHELL	MIKE.MITCHELL	JOHN.HAYS	Hays, Jot
<input checked="" type="checkbox"/>	50100	00360704	AA_CARDINAL_BATCH_AP	FAITH.MITCHELL	HEATHER.HULL	JOHN.HAYS	Hays, Jot
<input checked="" type="checkbox"/>	50100	00363104	TAMI.CAMDEN	FAITH.MITCHELL	LORI.REESE	JOHN.HAYS	Hays, Jot
<input checked="" type="checkbox"/>	50100	00363134	TAMI.CAMDEN	FAITH.MITCHELL	LORI.REESE	JOHN.HAYS	Hays, Jot
<input checked="" type="checkbox"/>	50100	00363122	TAMI.CAMDEN	FAITH.MITCHELL	LORI.REESE	JOHN.HAYS	Hays, Jot
<input checked="" type="checkbox"/>	50100	00363139	GWENDOLYN.JOHNSON	FAITH.MITCHELL	LORI.REESE	JOHN.HAYS	Hays, Jot
<input checked="" type="checkbox"/>	50100	00363042	TAMI.CAMDEN	FAITH.MITCHELL	LORI.REESE	JOHN.HAYS	Hays, Jot
<input checked="" type="checkbox"/>	50100	00363191	DANA.ROSS	FAITH.MITCHELL	LORI.REESE	JOHN.HAYS	Hays, Jot
<input checked="" type="checkbox"/>	50100	00363169	TAMI.CAMDEN	FAITH.MITCHELL	LORI.REESE	JOHN.HAYS	Hays, Jot
<input checked="" type="checkbox"/>	50100	00363174	DANA.ROSS	FAITH.MITCHELL	LORI.REESE	JOHN.HAYS	Hays, Jot
<input checked="" type="checkbox"/>	50100	00363202	DANA.ROSS	FAITH.MITCHELL	LORI.REESE	JOHN.HAYS	Hays, Jot
<input checked="" type="checkbox"/>	50100	00363330	DANA.ROSS	FAITH.MITCHELL	LORI.REESE	JOHN.HAYS	Hays, Jot
<input checked="" type="checkbox"/>	50100	00363322	WILLIAM.BURNETTE	FAITH.MITCHELL	LORI.REESE	JOHN.HAYS	Hays, Jot
<input checked="" type="checkbox"/>	50100	00363555	WILLIAM.GEHMAN	FAITH.MITCHELL	LORI.REESE	JOHN.HAYS	Hays, Jot
<input checked="" type="checkbox"/>	50100	00363481	WILLIAM.GEHMAN	FAITH.MITCHELL	LORI.REESE	JOHN.HAYS	Hays, Jot

OK Cancel

- 10 All transactions have been populated with the selected name. You may select (check) any or all transactions for reassignment.
- 11 Click on the **UnSelect All** hyperlink to uncheck all transactions. This allows you to pick and choose those transactions that you want to include or exclude.
- 12 Click **Cancel** to return to the Main Page, or **OK** to reassign the selected transaction.

## Workflow Reassignment - Workflow System Administrators

### Reassign a Single Transaction:



Approve ID: FAITH.MITCHELL Mitchell, Faith (VDOT)  
Primary BU: 50100

Select All Deselect All Reassign To:

Select	Process ID	Process Name	Business Unit	Transaction Count	Details...	Reassign To	Name
<input type="checkbox"/>	ERApproval	Expense Rpt Approval Process	50100	2	<a href="#">Details...</a>	<input type="text"/>	
<input checked="" type="checkbox"/>	VoucherApproval	Voucher Approvals	50100	30	<a href="#">Details...</a>	<input type="text"/>	

Comments

Alternate User

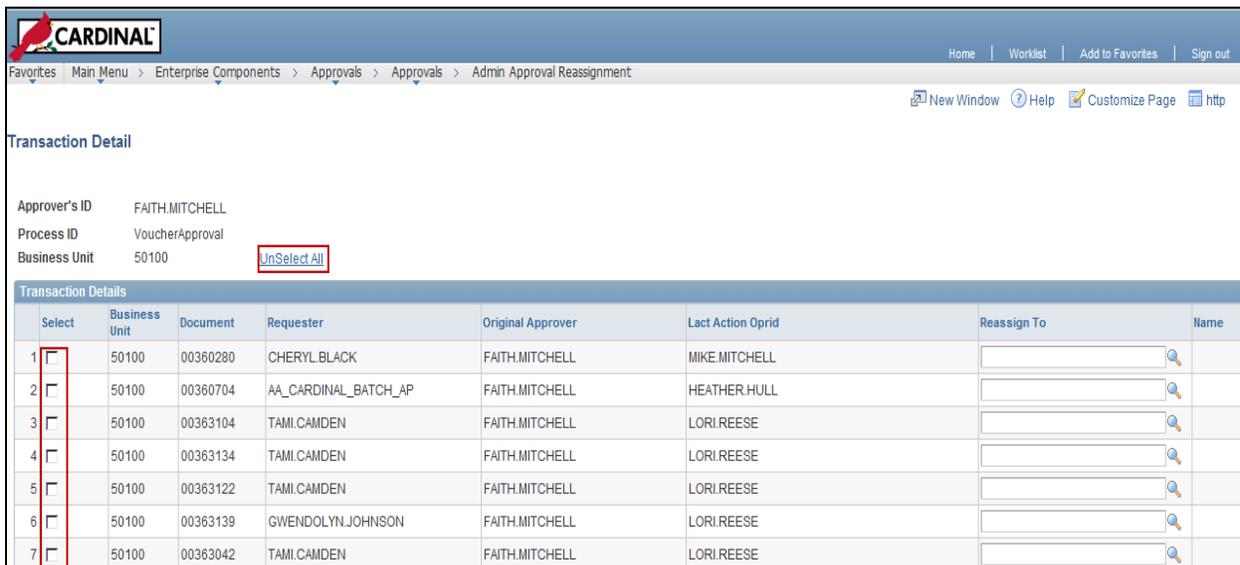
Alternate User ID:

Primary BU

From Date:  To Date:

Save Return to Search Notify

- 1 Check the **Select** checkbox next to the process that you wish to assign.
- 2 Click the **Details** hyperlink.



Transaction Detail

Approver's ID FAITH.MITCHELL  
Process ID VoucherApproval  
Business Unit 50100 [UnSelect All](#)

Select	Business Unit	Document	Requester	Original Approver	Lact Action Oprid	Reassign To	Name
<input checked="" type="checkbox"/>	50100	00360280	CHERYL.BLACK	FAITH.MITCHELL	MIKE.MITCHELL	<input type="text"/>	
<input type="checkbox"/>	50100	00360704	AA_CARDINAL_BATCH_AP	FAITH.MITCHELL	HEATHER.HULL	<input type="text"/>	
<input type="checkbox"/>	50100	00363104	TAMI.CAMDEN	FAITH.MITCHELL	LORI.REESE	<input type="text"/>	
<input type="checkbox"/>	50100	00363134	TAMI.CAMDEN	FAITH.MITCHELL	LORI.REESE	<input type="text"/>	
<input type="checkbox"/>	50100	00363122	TAMI.CAMDEN	FAITH.MITCHELL	LORI.REESE	<input type="text"/>	
<input type="checkbox"/>	50100	00363139	GWENDOLYN.JOHNSON	FAITH.MITCHELL	LORI.REESE	<input type="text"/>	
<input type="checkbox"/>	50100	00363042	TAMI.CAMDEN	FAITH.MITCHELL	LORI.REESE	<input type="text"/>	

- 3 Click on the **UnSelect All** hyperlink.
- 4 The selected transactions are unchecked.

## Workflow Reassignment - Workflow System Administrators

**Transaction Detail**

Approver's ID: FAITH.MITCHELL  
 Process ID: VoucherApproval  
 Business Unit: 50100 [UnSelect All](#)

Select	Business Unit	Document	Requester	Original Approver	Lact Action Oprid	Reassign To	Name
<input type="checkbox"/>	50100	00380955	REGINA.SPROUSE	FAITH.MITCHELL	DONNA.SHUEY		
<input type="checkbox"/>	50100	00381840	GAIL.JARVIS	FAITH.MITCHELL	MIKE.MITCHELL		
<input type="checkbox"/>	50100	00381844	GAIL.JARVIS	FAITH.MITCHELL	MIKE.MITCHELL		
<input type="checkbox"/>	50100	00381610	CHERYL.BLACK	FAITH.MITCHELL	MIKE.MITCHELL		
<input type="checkbox"/>	50100	00381937	KIM.COOPER	FAITH.MITCHELL	JO.GRIM		
<input checked="" type="checkbox"/>	50100	00381974	CHERYL.BLACK	FAITH.MITCHELL	MIKE.MITCHELL	CONNIE PERKINS	Perkins, Connie
<input type="checkbox"/>	50100	00381984	DOUG.EMBREY	FAITH.MITCHELL	JO.GRIM		
<input type="checkbox"/>	50100	00381966	DOUG.EMBREY	FAITH.MITCHELL	JO.GRIM		
<input type="checkbox"/>	50100	00381990	CAROLINE.ATKINS	FAITH.MITCHELL	JO.GRIM		
<input type="checkbox"/>	50100	00381976	DOUG.EMBREY	FAITH.MITCHELL	JO.GRIM		
<input type="checkbox"/>	50100	00382020	KIM.COOPER	FAITH.MITCHELL	JO.GRIM		
<input type="checkbox"/>	50100	00382112	CAROLINE.ATKINS	FAITH.MITCHELL	JO.GRIM		
<input type="checkbox"/>	50100	00382147	CHERYL.BLACK	FAITH.MITCHELL	MIKE.MITCHELL		
<input type="checkbox"/>	50100	00382144	MARY.DOYLE	FAITH.MITCHELL	DONNA.SHUEY		
<input type="checkbox"/>	50100	00382170	GWENDOLYN.JOHNSON	FAITH.MITCHELL	LORI.REESE		

- 5 Click the **Select** checkbox, next to the transaction that you want to move.
- 6 Enter the name of the person to reassign to in the **Reassign To** field.
- 7 Click the **OK** button.

**WF Reassignment/Alt Opr** [Revoke WF Reassignment](#)

Approve ID: FAITH.MITCHELL Mitchell, Faith (VDOT)  
 Primary BU: 50100

[Select All](#) [Deselect All](#) Reassign To:

Select	Process ID	Process Name	Business Unit	Transaction Count	Details...	Reassign To	Name
<input type="checkbox"/>	ERApproval	Expense Rpt Approval Process	50100	2	<a href="#">Details...</a>		
<input checked="" type="checkbox"/>	VoucherApproval	Voucher Approvals	50100	30	<a href="#">Details...</a>		

**Comments**

To: Hall, Mike (VDOT)  
 Subject: Reassign Voucher  
 Please reassign voucher 00381974 to Connie.  
 Thanks

**Alternate User**

Alternate User ID:   
 Primary BU  
 From Date:  To Date:

[WF Reassignment/Alt Opr](#) | [Revoke WF Reassignment](#)

- 8 Enter any applicable **Comments**. Generally, this is copied from the email request received to move the transaction(s).
- 9 Click the **Save** button.

## Workflow Reassignment - Workflow System Administrators

Select	Process ID	Process Name	Business Unit	Transaction Count	Details...	Reassign To	Name
<input type="checkbox"/>	PurchaseOrder	Purchase Order	50100		1 Details...		
<input checked="" type="checkbox"/>	VoucherApproval	Voucher Approvals					

Comments

Comment is required when reassigning a pending transaction (25013,1)

Alternate User

Alternate User ID:

Primary BU

- 10 If a comment is not entered, the above error displays.
- 11 Click the **OK** button.
- 12 Enter your comment.
- 13 Click the **Save** button again.


Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Enterprise Components > Approvals > Approvals > Admin Approval Reassignment

New Window | Help | Customize Page | http

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WF Reassignment/Alt Opr | Revoke WF Reassignment

Approve ID: FAITH.MITCHELL Mitchell, Faith (VDOT)  
Primary BU: 50100

Select All | Deselect All | Reassign To:

Select	Process ID	Process Name	Business Unit	Transaction Count	Details...	Reassign To	Name
<input type="checkbox"/>	ERApproval	Expense Rpt Approval Process	50100	2	Details...		
<input type="checkbox"/>	VoucherApproval	Voucher Approvals	50100	29	Details...		

Comments

From: Hall, Mike (VDOT)  
Sent: Friday, October 17, 2014 11:25 AM  
To: Hall, Mike (VDOT)  
Subject: Reassign Voucher

Alternate User

Alternate User ID:

Primary BU

From Date:  To Date:

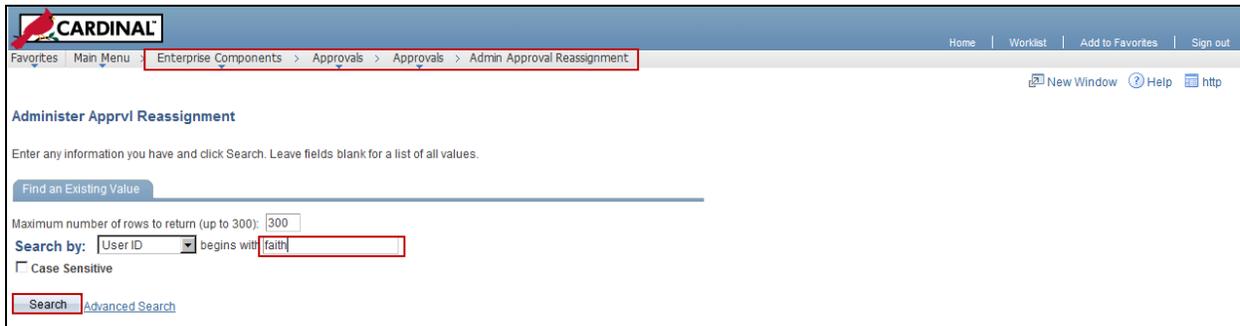
Save | Return to Search | Notify

WF Reassignment/Alt Opr | Revoke WF Reassignment

- 14 The transaction has been successfully reassigned to the selected name.  
Note that the **Transaction Count** has now been reduced from 30 to **29**.

## Workflow Reassignment - Workflow System Administrators

### Reassign Multiple Transactions:



Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Enterprise Components > Approvals > Approvals > Admin Approval Reassignment

New Window | Help | http

#### Administer Approval Reassignment

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

Find an Existing Value

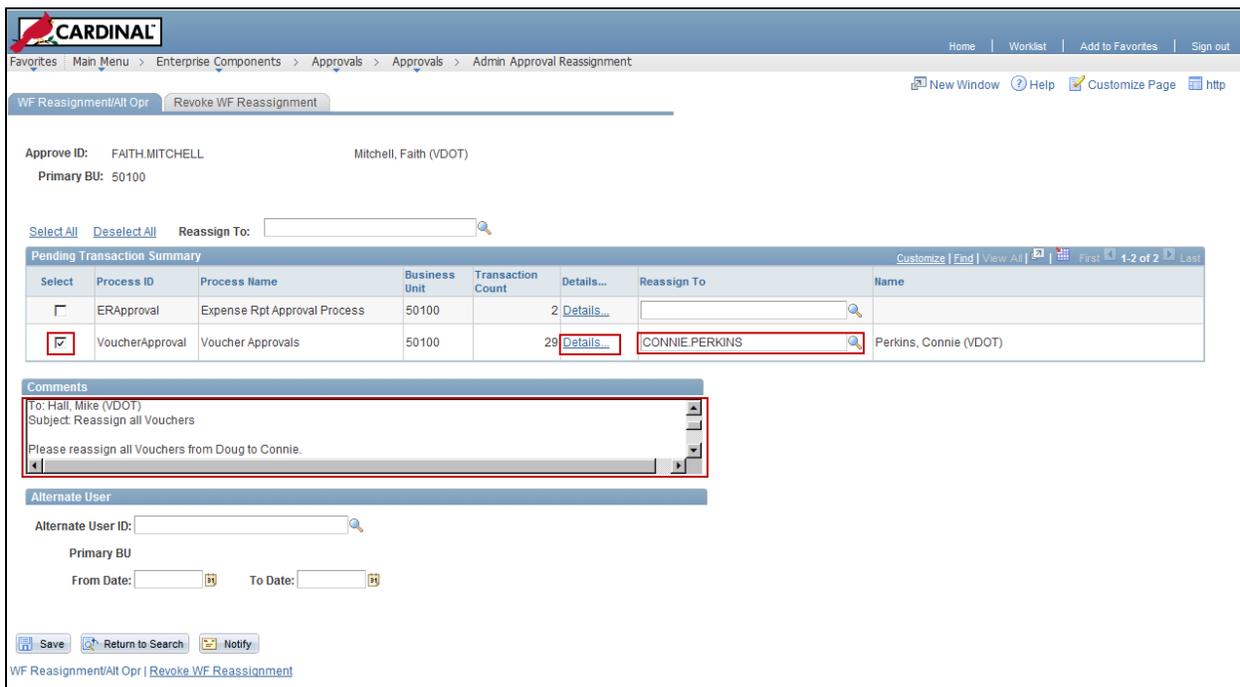
Maximum number of rows to return (up to 300): 300

Search by: User ID begins with: faith

Case Sensitive

Search Advanced Search

- 1 Navigate to **Admin Apprvl Reassignment** page using the following path:  
**Main Menu > Enterprise Components > Approvals > Approvals > Admin Approval Reassignment**
- 2 Enter the **User ID**.
- 3 Click the **Search** button.



Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Enterprise Components > Approvals > Approvals > Admin Approval Reassignment

New Window | Help | Customize Page | http

WF Reassignment/Alt Opr | Revoke WF Reassignment

Approve ID: FAITH.MITCHELL Mitchell, Faith (VDOT)  
Primary BU: 50100

Select All Deselect All Reassign To:

Select	Process ID	Process Name	Business Unit	Transaction Count	Details...	Reassign To	Name
<input type="checkbox"/>	ERApproval	Expense Rpt Approval Process	50100	2	<a href="#">Details...</a>		
<input checked="" type="checkbox"/>	VoucherApproval	Voucher Approvals	50100	29	<a href="#">Details...</a>	CONNIE PERKINS	Perkins, Connie (VDOT)

Comments

To: Hall, Mike (VDOT)  
Subject: Reassign all Vouchers  
Please reassign all Vouchers from Doug to Connie.

Alternate User

Alternate User ID:  
Primary BU  
From Date: To Date:

Save | Return to Search | Notify

WF Reassignment/Alt Opr | Revoke WF Reassignment

- 4 Click the **Select** checkbox next to the process you wish to reassign.
- 5 Enter the **Reassign To** name.
- 6 Enter your comments in the **Comments** field.
- 7 Click on the **Details** hyperlink.

## Workflow Reassignment - Workflow System Administrators

**Transaction Detail**

Approver's ID: FAITH.MITCHELL  
 Process ID: VoucherApproval  
 Business Unit: 50100 [UnSelect All](#)

Select	Business Unit	Document	Requester	Original Approver	Lact Action Oprid	Reassign To	Name
<input checked="" type="checkbox"/>	50100	00380955	REGINA.SPROUSE	FAITH.MITCHELL	DONNA.SHUEY	CONNIE.PERKINS	Perkins, Conni
<input checked="" type="checkbox"/>	50100	00381840	GAIL.JARVIS	FAITH.MITCHELL	MIKE.MITCHELL	CONNIE.PERKINS	Perkins, Conni
<input checked="" type="checkbox"/>	50100	00381844	GAIL.JARVIS	FAITH.MITCHELL	MIKE.MITCHELL	CONNIE.PERKINS	Perkins, Conni
<input checked="" type="checkbox"/>	50100	00381610	CHERYL.BLACK	FAITH.MITCHELL	MIKE.MITCHELL	CONNIE.PERKINS	Perkins, Conni
<input checked="" type="checkbox"/>	50100	00381937	KIM.COOPER	FAITH.MITCHELL	JO.GRIM	CONNIE.PERKINS	Perkins, Conni
<input checked="" type="checkbox"/>	50100	00381984	DOUG.EMBREY	FAITH.MITCHELL	JO.GRIM	CONNIE.PERKINS	Perkins, Conni
<input checked="" type="checkbox"/>	50100	00381966	DOUG.EMBREY	FAITH.MITCHELL	JO.GRIM	CONNIE.PERKINS	Perkins, Conni
<input checked="" type="checkbox"/>	50100	00381990	CAROLINE.ATKINS	FAITH.MITCHELL	JO.GRIM	CONNIE.PERKINS	Perkins, Conni
<input checked="" type="checkbox"/>	50100	00381976	DOUG.EMBREY	FAITH.MITCHELL	JO.GRIM	CONNIE.PERKINS	Perkins, Conni
<input checked="" type="checkbox"/>	50100	00382020	KIM.COOPER	FAITH.MITCHELL	JO.GRIM	CONNIE.PERKINS	Perkins, Conni

- 8** All transactions are checked and the **Reassign To** fields is populated with the selected name.  
 Click on the **UnSelect All** hyperlink.

**Transaction Detail**

Approver's ID: FAITH.MITCHELL  
 Process ID: VoucherApproval  
 Business Unit: 50100 [UnSelect All](#)

Select	Business Unit	Document	Requester	Original Approver	Lact Action Oprid	Reassign To	Name
<input type="checkbox"/>	50100	00380955	REGINA.SPROUSE	FAITH.MITCHELL	DONNA.SHUEY	CONNIE.PERKINS	Perkins, Conni
<input type="checkbox"/>	50100	00381840	GAIL.JARVIS	FAITH.MITCHELL	MIKE.MITCHELL	CONNIE.PERKINS	Perkins, Conni
<input type="checkbox"/>	50100	00381844	GAIL.JARVIS	FAITH.MITCHELL	MIKE.MITCHELL	CONNIE.PERKINS	Perkins, Conni
<input type="checkbox"/>	50100	00381610	CHERYL.BLACK	FAITH.MITCHELL	MIKE.MITCHELL	CONNIE.PERKINS	Perkins, Conni
<input type="checkbox"/>	50100	00381937	KIM.COOPER	FAITH.MITCHELL	JO.GRIM	CONNIE.PERKINS	Perkins, Conni
<input checked="" type="checkbox"/>	50100	00381984	DOUG.EMBREY	FAITH.MITCHELL	JO.GRIM	CONNIE.PERKINS	Perkins, Conni
<input checked="" type="checkbox"/>	50100	00381966	DOUG.EMBREY	FAITH.MITCHELL	JO.GRIM	CONNIE.PERKINS	Perkins, Conni
<input type="checkbox"/>	50100	00381990	CAROLINE.ATKINS	FAITH.MITCHELL	JO.GRIM	CONNIE.PERKINS	Perkins, Conni
<input checked="" type="checkbox"/>	50100	00381976	DOUG.EMBREY	FAITH.MITCHELL	JO.GRIM	CONNIE.PERKINS	Perkins, Conni
<input type="checkbox"/>	50100	00382020	KIM.COOPER	FAITH.MITCHELL	JO.GRIM	CONNIE.PERKINS	Perkins, Conni
<input type="checkbox"/>	50100	00382112	CAROLINE.ATKINS	FAITH.MITCHELL	JO.GRIM	CONNIE.PERKINS	Perkins, Conni
<input type="checkbox"/>	50100	00382147	CHERYL.BLACK	FAITH.MITCHELL	MIKE.MITCHELL	CONNIE.PERKINS	Perkins, Conni
<input type="checkbox"/>	50100	00382144	MARY.DOYLE	FAITH.MITCHELL	DONNA.SHUEY	CONNIE.PERKINS	Perkins, Conni
<input type="checkbox"/>	50100	00382170	GWENDOLYN.JOHNSON	FAITH.MITCHELL	LORI.REESE	CONNIE.PERKINS	Perkins, Conni
<input type="checkbox"/>	50100	00382578	GAIL.JARVIS	FAITH.MITCHELL	MIKE.MITCHELL	CONNIE.PERKINS	Perkins, Conni

- 9** Click the **Select** checkbox to make changes to the requested transactions.  
**10** Click the **OK** button.



## Workflow Reassignment - Workflow System Administrators

Approve ID: FAITH.MITCHELL Mitchell, Faith (VDOT)  
 Primary BU: 50100

Select All Deselect All Reassign To:

Select	Process ID	Process Name	Business Unit	Transaction Count	Details...	Reassign To	Name
<input type="checkbox"/>	ERApproval	Expense Rpt Approval Process	50100	2	<a href="#">Details...</a>	<input type="text"/>	
<input checked="" type="checkbox"/>	VoucherApproval	Voucher Approvals	50100	29	<a href="#">Details...</a>	CONNIE.PERKINS	Perkins, Connie (VDOT)

**Comments**

To: Hall, Mike (VDOT)  
 Subject: Reassign all Vouchers  
 Please reassign all Vouchers from Doug to Connie.  
 Thanks

**Alternate User**

Alternate User ID:

Primary BU

From Date:  To Date:

[Save](#) [Return to Search](#) [Notify](#)

[WF Reassignment/Alt Opr](#) | [Revoke WF Reassignment](#)

**11** Click the **Save** button.

Approve ID: FAITH.MITCHELL Mitchell, Faith (VDOT)  
 Primary BU: 50100

Select All Deselect All Reassign To:

Select	Process ID	Process Name	Business Unit	Transaction Count	Details...	Reassign To	Name
<input type="checkbox"/>	ERApproval	Expense Rpt Approval Process	50100	2	<a href="#">Details...</a>	<input type="text"/>	
<input type="checkbox"/>	VoucherApproval	Voucher Approvals	50100	26	<a href="#">Details...</a>	<input type="text"/>	

**Comments**

From: Hall, Mike (VDOT)  
 Sent: Friday, October 17, 2014 11:31 AM  
 To: Hall, Mike (VDOT)  
 Subject: Reassign all Vouchers

**Alternate User**

Alternate User ID:

Primary BU

From Date:  To Date:

[Save](#) [Return to Search](#) [Notify](#)

[WF Reassignment/Alt Opr](#) | [Revoke WF Reassignment](#)

**12** The **Transaction Count** is now reduced from 29 to **26**, to reflect the 3 transactions that were successfully reassigned.

## Workflow Reassignment - Workflow System Administrators

### Revoke Assigned Transactions

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu | Enterprise Components > Approvals > Approvals > Admin Approval Reassignment

New Window | Help | http

#### Administer Apprvl Reassignment

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

Find an Existing Value

Maximum number of rows to return (up to 300):

Search by:  begins with

Case Sensitive

[Advanced Search](#)

- 1 Navigate to the **Admin Apprvl Reassignment** using the following path:  
**Main Menu > Enterprise Components > Approvals > Approvals > Admin Approval Reassignment**
- 2 Enter the **User ID**.
- 3 Click the **Search** button.

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Enterprise Components > Approvals > Approvals > Admin Approval Reassignment

New Window | Help | Customize Page | http

Reassignment/Alt Opr: **Revoke WF Reassignment**

Approver's Oper: FAITH.MITCHELL Mitchell, Faith (VDOT)

Primary BU: 50100

[Select All](#) [Deselect All](#)

Pending Transaction Summary Customize | Find | View All | First | 1-2 of 2 | Last

Select	Orig Approver	Name	Reassign From	Name	Current Approver	Name	Process ID	Business Unit	WL Count
<input type="checkbox"/>	FAITH.MITCHELL	Mitchell, Faith (VDOT)	FAITH.MITCHELL	Mitchell, Faith (VDOT)	CONNIE.PERKINS	Perkins, Connie (VDOT)	VoucherApproval	50100	1
<input type="checkbox"/>	FAITH.MITCHELL	Mitchell, Faith (VDOT)	FAITH.MITCHELL	Mitchell, Faith (VDOT)	CONNIE.PERKINS	Perkins, Connie (VDOT)	VoucherApproval	50100	3

Comments

Reassignment/Alt Opr | Revoke WF Reassignment

- 4 Click the **Revoke WF Reassignment** tab.

## Workflow Reassignment - Workflow System Administrators

Approver's Oper: FAITH.MITCHELL Mitchell, Faith (VDOT)  
 Primary BU: 50100  
[Select All](#) [Deselect All](#)

Select	Orig Approver	Name	Reassign From	Name	Current Approver	Name	Process ID	Business Unit	WL Count
<input type="checkbox"/>	FAITH.MITCHELL	Mitchell, Faith (VDOT)	FAITH.MITCHELL	Mitchell, Faith (VDOT)	CONNIE.PERKINS	Perkins, Connie (VDOT)	VoucherApproval	50100	1
<input type="checkbox"/>	FAITH.MITCHELL	Mitchell, Faith (VDOT)	FAITH.MITCHELL	Mitchell, Faith (VDOT)	CONNIE.PERKINS	Perkins, Connie (VDOT)	VoucherApproval	50100	3

- Notice that 2 transaction reassignments are shown: one with **1 Worklist Count** and one with **3 Worklist Count**.

Click on **Select All** transactions or **Deselect All** transactions to revoke.

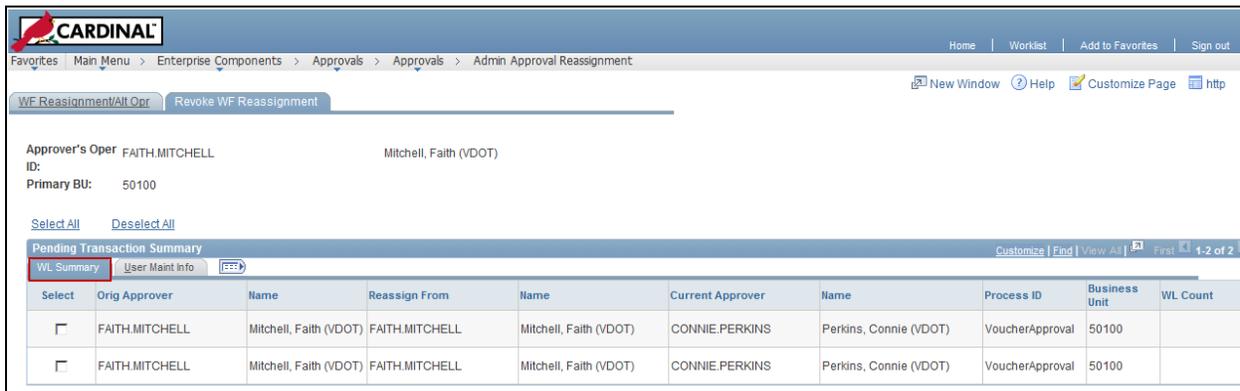
Approver's Oper ID: FAITH.MITCHELL Mitchell, Faith (VDOT)  
 Primary BU: 50100  
[Select All](#) [Deselect All](#)

Pending Transaction Summary

Entered By	Created Dttm
PPS_MIKE.HALL	10/01/2014 2:06:19.000000PM
PPS_MIKE.HALL	10/01/2014 2:48:43.000000PM

- Click on **User Maint Info** tab to view previous transaction reassignment data.

## Workflow Reassignment - Workflow System Administrators



WF Reassignment/Alt Opr | Revoke WF Reassignment

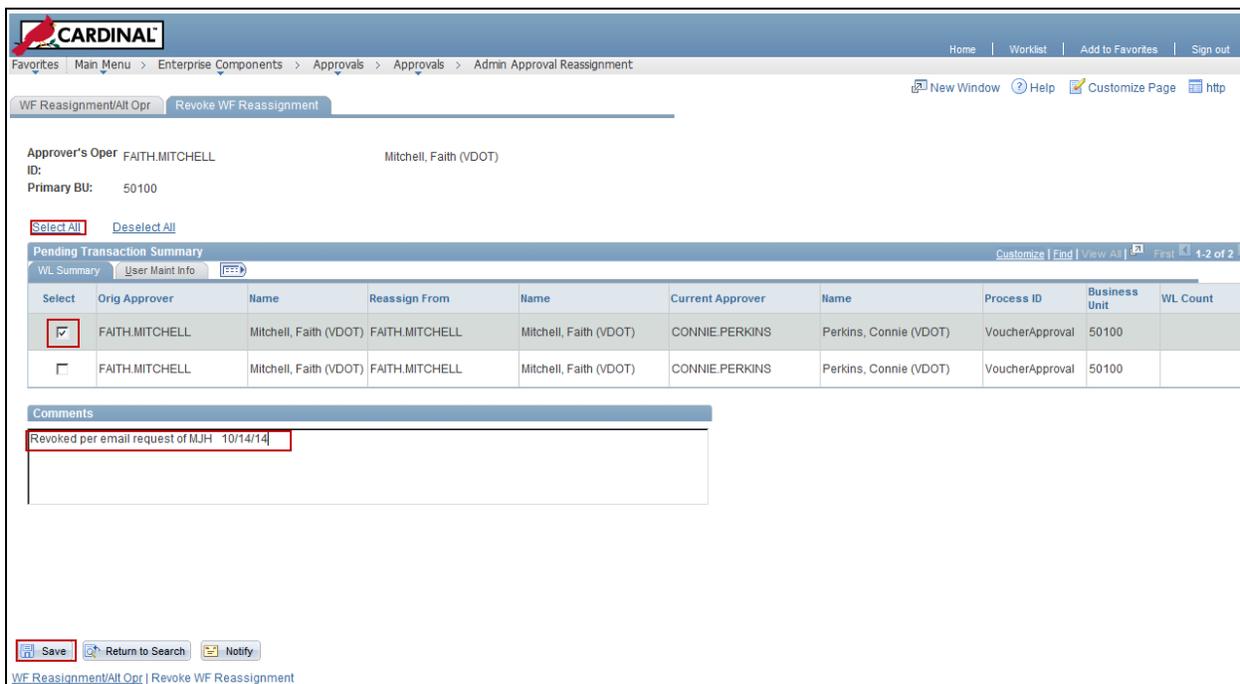
Approver's Oper: FAITH.MITCHELL Mitchell, Faith (VDOT)  
 ID:  
 Primary BU: 50100

Select All | Deselect All

Pending Transaction Summary Customize | Find | View All | First 1-2 of 2

Select	Orig Approver	Name	Reassign From	Name	Current Approver	Name	Process ID	Business Unit	WL Count
<input type="checkbox"/>	FAITH.MITCHELL	Mitchell, Faith (VDOT)	FAITH.MITCHELL	Mitchell, Faith (VDOT)	CONNIE.PERKINS	Perkins, Connie (VDOT)	VoucherApproval	50100	
<input type="checkbox"/>	FAITH.MITCHELL	Mitchell, Faith (VDOT)	FAITH.MITCHELL	Mitchell, Faith (VDOT)	CONNIE.PERKINS	Perkins, Connie (VDOT)	VoucherApproval	50100	

7 Click on **WL Summary** tab.



WF Reassignment/Alt Opr | Revoke WF Reassignment

Approver's Oper: FAITH.MITCHELL Mitchell, Faith (VDOT)  
 ID:  
 Primary BU: 50100

Select All | Deselect All

Pending Transaction Summary Customize | Find | View All | First 1-2 of 2

Select	Orig Approver	Name	Reassign From	Name	Current Approver	Name	Process ID	Business Unit	WL Count
<input checked="" type="checkbox"/>	FAITH.MITCHELL	Mitchell, Faith (VDOT)	FAITH.MITCHELL	Mitchell, Faith (VDOT)	CONNIE.PERKINS	Perkins, Connie (VDOT)	VoucherApproval	50100	
<input type="checkbox"/>	FAITH.MITCHELL	Mitchell, Faith (VDOT)	FAITH.MITCHELL	Mitchell, Faith (VDOT)	CONNIE.PERKINS	Perkins, Connie (VDOT)	VoucherApproval	50100	

Comments

Revoked per email request of MJH 10/14/14

Save | Return to Search | Notify

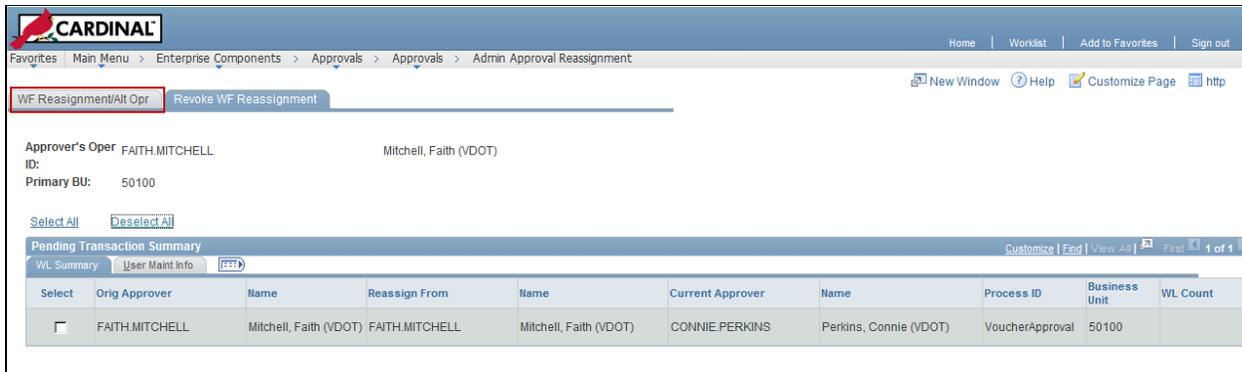
WF Reassignment/Alt Opr | Revoke WF Reassignment

8 Click the **Select** box next to the **Process** to be revoked. If you want to revoke all processes, click the **Select All** link.

9 Enter a **Comment**.

10 Click the **Save** button.

## Workflow Reassignment - Workflow System Administrators



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**WF Reassignment/Alt Opr** | [Revoke WF Reassignment](#)

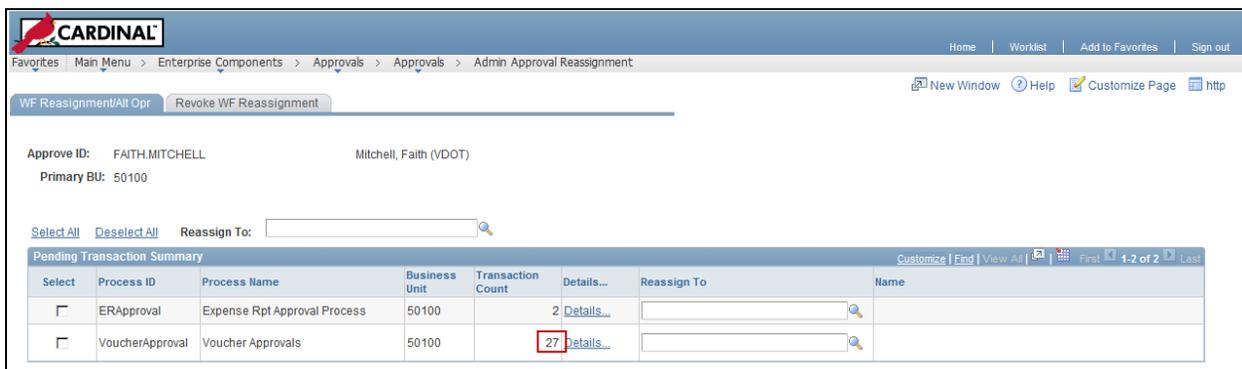
Approver's Oper: FAITH.MITCHELL Mitchell, Faith (VDOT)  
 ID:  
 Primary BU: 50100

[Select All](#) | [Deselect All](#)

**Pending Transaction Summary** [Customize](#) | [Find](#) | [View All](#) | [Print](#) | 1 of 1

Select	Orig Approver	Name	Reassign From	Name	Current Approver	Name	Process ID	Business Unit	WL Count
<input type="checkbox"/>	FAITH.MITCHELL	Mitchell, Faith (VDOT)	FAITH.MITCHELL	Mitchell, Faith (VDOT)	CONNIE.PERKINS	Perkins, Connie (VDOT)	VoucherApproval	50100	1

11 The selected process(es) are removed from the list. Click the **WF Reassignment** tab.



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**WF Reassignment/Alt Opr** | [Revoke WF Reassignment](#)

Approve ID: FAITH.MITCHELL Mitchell, Faith (VDOT)  
 Primary BU: 50100

[Select All](#) | [Deselect All](#) | Reassign To:

**Pending Transaction Summary** [Customize](#) | [Find](#) | [View All](#) | [Print](#) | 1-2 of 2 | [Last](#)

Select	Process ID	Process Name	Business Unit	Transaction Count	Details...	Reassign To	Name
<input type="checkbox"/>	ERApproval	Expense Rpt Approval Process	50100	2	<a href="#">Details...</a>	<input type="text"/>	
<input type="checkbox"/>	VoucherApproval	Voucher Approvals	50100	27	<a href="#">Details...</a>	<input type="text"/>	

12 The Transaction is successfully revoked.

Note that the **Transaction Count** has increased by 1, from 26 to 27.