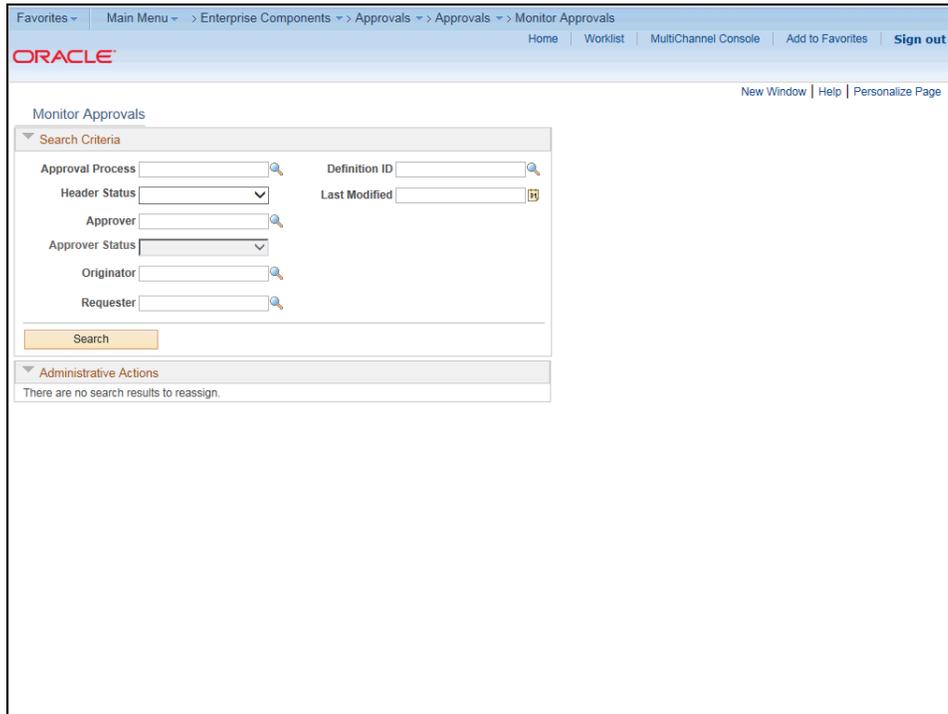


Use this task to reassign a pending transaction to an alternate approver.

Navigation: PeopleSoft Menu > Enterprise Components > Approvals > Approvals > **Monitor Approvals**



Monitor Approvals

Search Criteria

Approval Process Definition ID

Header Status Last Modified

Approver

Approver Status

Originator

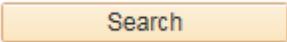
Requester

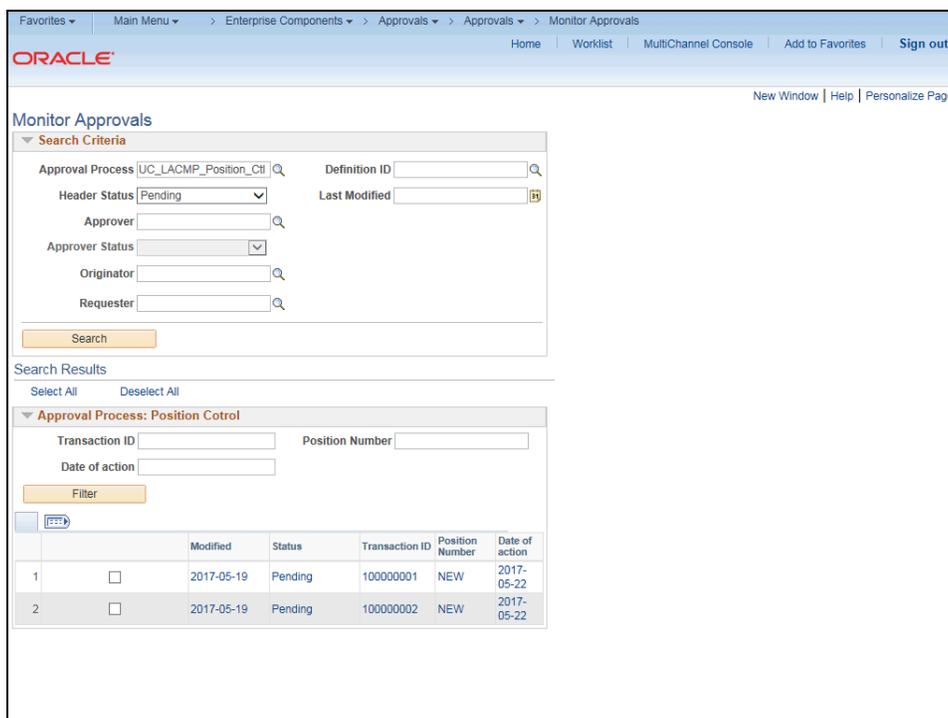
Search

Administrative Actions

There are no search results to reassign.

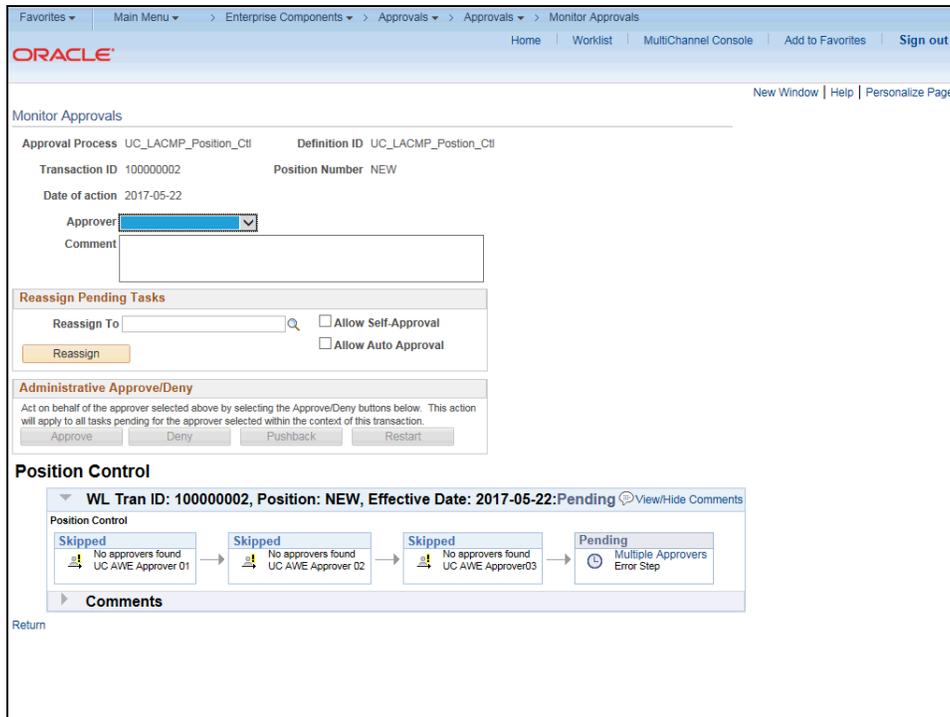
Step	Action
1.	Use the Monitor Approvals page to search for approval processes and reassign one or more transactions. Enter search criteria in one or more of the search fields.
2.	Click in the Approval Process field. <input type="text"/>
3.	In the Approval Process field, enter the approval type or use the lookup to search for and select it. Enter the desired information into the Approval Process field. For this example, enter UC_LACMP_Position_Ctl .
4.	Click the button to the right of the Header Status field. <input type="text"/>

Step	Action
5.	<p>From the Header Status drop-down list, select the appropriate transaction status.</p> <p>For this example, click the Pending list item.</p> <p>Pending</p>
6.	<p>Click the Search button.</p> 



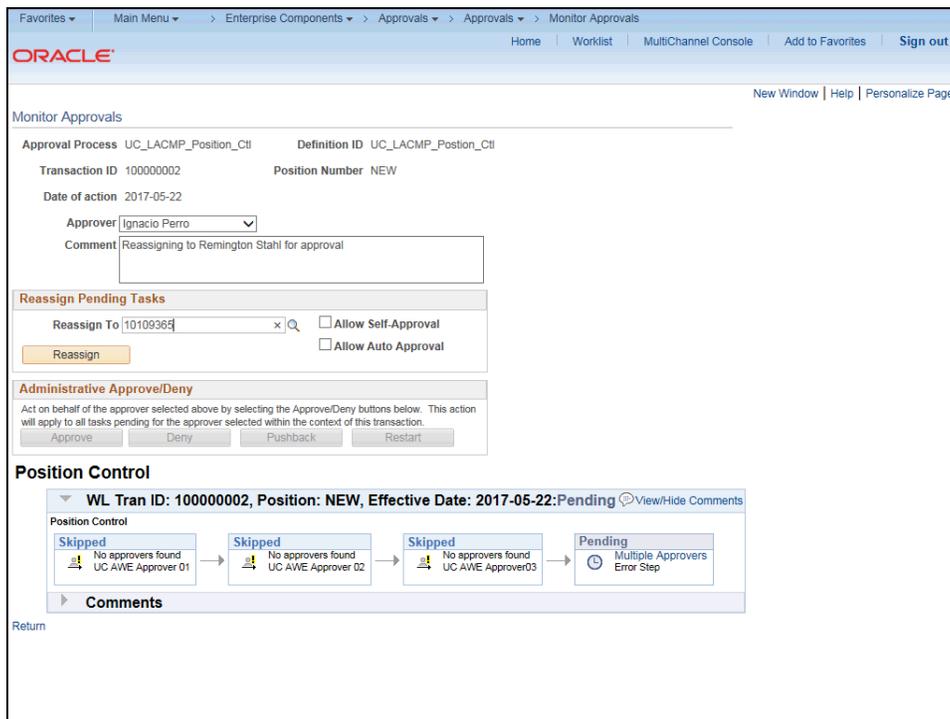
Step	Action
7.	<p>This example shows search results for a specific approval process, Position Control requests. However, if you leave the Approval Process field blank when you perform a search, the Search Results section displays a separate subsection for each approval process that has transactions, which match your search criteria. For example, if you search for all pending transactions for a specific approver, the search results may include Position Control requests, PayPath transactions and HR template transactions.</p> <p>Each Search Results subsection includes fields that are unique to the specific approval process. You can filter the search results within a subsection by specifying field values and clicking the Filter button.</p>

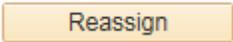
Step	Action
8.	<p>In the Search Results grid, click the unlabeled check box next to each transaction you want to reassign.</p> <p>For this example, click the check box for Transaction ID 100000002.</p> 

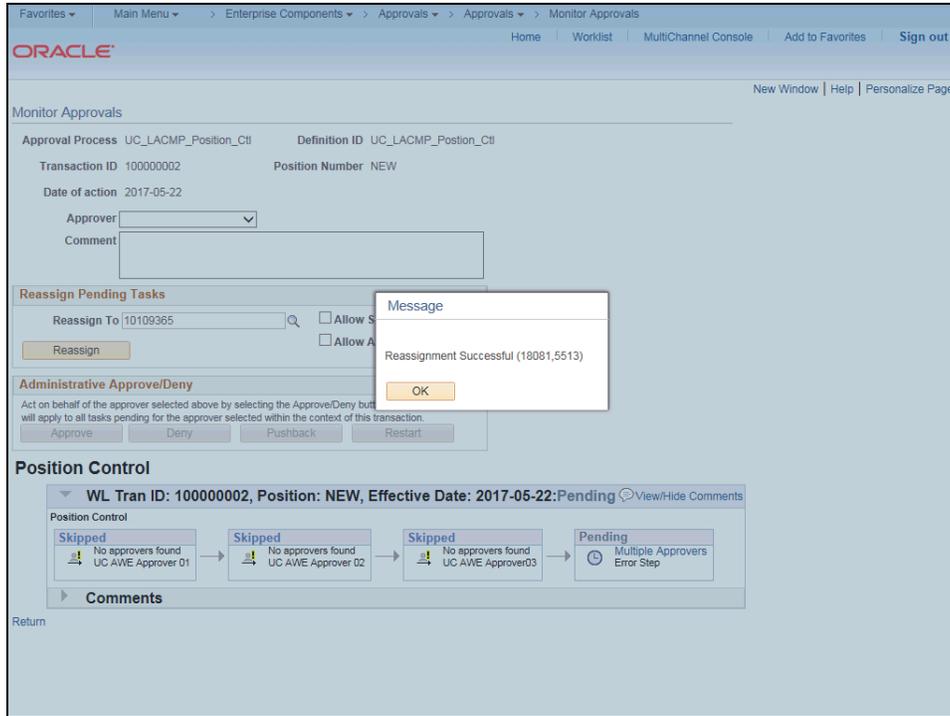


Step	Action
9.	<p>Click the button to the right of the Approver field.</p> 
10.	<p>In the Approver field, select the name of the approver to whom the approval transaction is assigned.</p> <p>For this example, click the Ignacio Perro list item.</p> <p> Ignacio Perro</p>
11.	<p>Click in the Comments field.</p> 

Step	Action
12.	In the Comment field, enter a comment to describe/explain the reassignment. The comment becomes a part of the transaction. Enter the desired information into the Comments field. For this example, enter Reassigning to Remington Stahl for approval .
13.	Click in the Reassign To field.
14.	In the Reassign To field, enter the Empl ID of the person to whom you want to reassign approval transactions. Enter the desired information into the Reassign To field. For this example, enter 10109365 .
15.	The Allow Self-Approval and Allow Auto Approval functions are not currently used at UC; do not select either check box.



Step	Action
16.	Click the Reassign button. 



Step	Action
17.	Click the OK button. 
18.	You have reassigned a pending transaction to an alternate approver. End of Procedure.