Overview/Description
This process describes the steps necessary to review the status of Manager Self Service transactions.

Prerequisite(s)
- None

Instructions
OneUSG Connect offers a variety of ways to track the status of transactions once they are submitted and approved. The most common methods are:

1. The MSS Inquiry Page
2. Review Transactions Tile

NOTE: The Review Transactions Tile works better for some users than others due to Oracle’s delivered functionality to only return 300 rows.

MANAGER SELF SERVICE INQUIRY
BOR Customizations > Manager Self Service Inquiry
Your institution business unit number should automatically populate. Select relevant filters related to the transaction you are looking for. Filters include department number, employee ID, initiator, date range, and status.
Using the search icon, click “advanced lookup” to search using different key words.

You can also use the “search by” drop down to change search criteria.
In this example, using a date range will return all transactions for a specific period. Once you select your criteria, click “search.”
This will return relevant results and transaction details.

Be sure to scroll to the right of the page to access all columns, including those indicating date and time stamps with the transaction status.
You can also export the details to Excel by clicking the grid icon in the top right corner.

“Workflow Action” will indicate when a transaction was submitted or approved, and at which Workflow Level. A Workflow Timestamp of “pending” indicates the transaction is pending an approver or group of approvers and at which workflow level.

Note: the “User Name” section will include the name of the person a transaction was submitted, approved, denied, or pending. When multiple names appear with “pending” status, it indicates any one person within that pending group can approve that specific transaction.

**REVIEW TRANSACTIONS TILE**

Log into OneUSG Connect and select the Manager Self Service drop down. Then select the Review Transactions Tile.
Search criteria includes approval status, approval process (transaction type), and a date range. You MUST select a status and process to return results.
Choose your criteria and select “refresh.”
This will show you the results based on your search criteria. To view specific details for a particular transaction, click “view details.”