Overview/Description
This process describes the steps necessary to review a transaction after it has been approved.

Prerequisite(s)
- MSS_JA007.01 How Do I Approve or Deny an Absence Request?

Instructions

How Can I Review a Transaction After I Have Approved It?

There are a few different options for reviewing transactions you have approved or denied. The most common methods are:

1. Approvals Tile
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. Oracle has identified this as bug and plans to address it in a future release. OneUSG Connect Support continues to work on a functional fix in the interim.

Approvals Tile

Manager Self Service Drop Down > Approvals Tile
Click the Approvals Tile. Once the Pending Approvals screen populates, click the three vertical dots icon in the header.

From here, a menu item will appear with the option to view pending approvals, review approvals, or view approvals history.

**Review Approvals** displays transactions that are pending your review.

**Approvals History** displays approved and denied transactions from the last 30 days. You can sort by type using the panels on the left side of the screen.
You can review additional details about an approved transaction by clicking on that transaction.

By selecting “approval chain” you can also review the details about who approved the transaction, or whom the transaction is pending, including reviewing comments from other approvers.