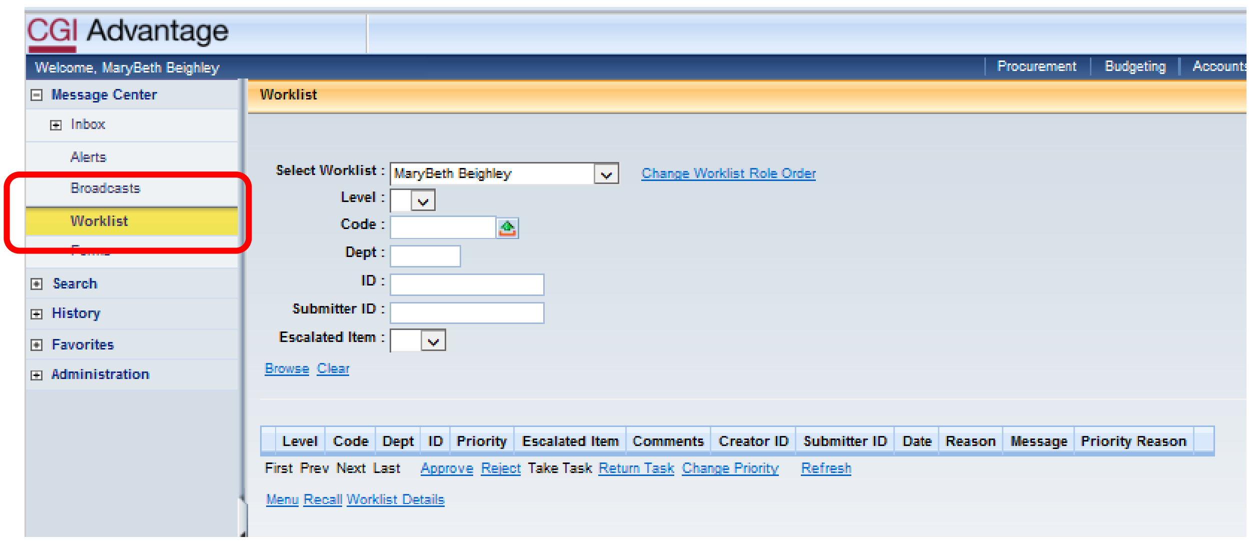
Worklist Approvals

How to Approve a GAX or PRC document

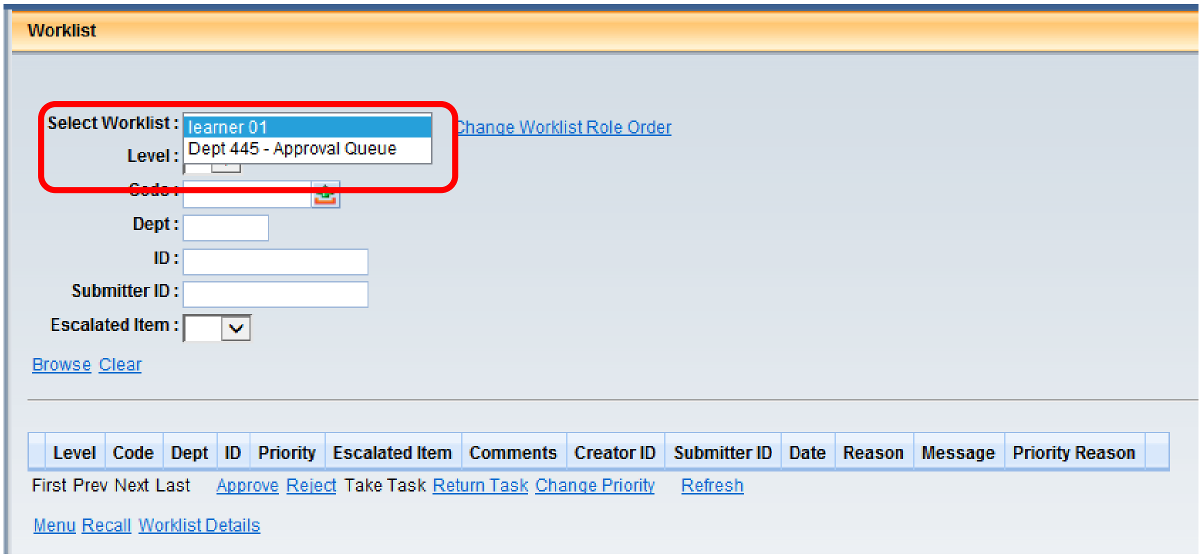
Workflow approvals are handled via the Worklist that is located in the Message Center menu. As with OnBase, each department will have its own departmental Approval Worklist in A360. In addition, each authorized approver within the department will have their own “named” worklist. This “named” worklist is very similar in concept to the Approval Note in OnBase that contained the User ID and time/date stamp of when the vendor invoice was approved.

Approvals are a two-step process in A360. When invoices are submitted for approval, they will go first to the departmental approval worklist (i.e. Dept 445 – Approval Queue). To Approve the documents, the end user will select the documents from the departmental approval queue and “take” the document to their own named approval queue.

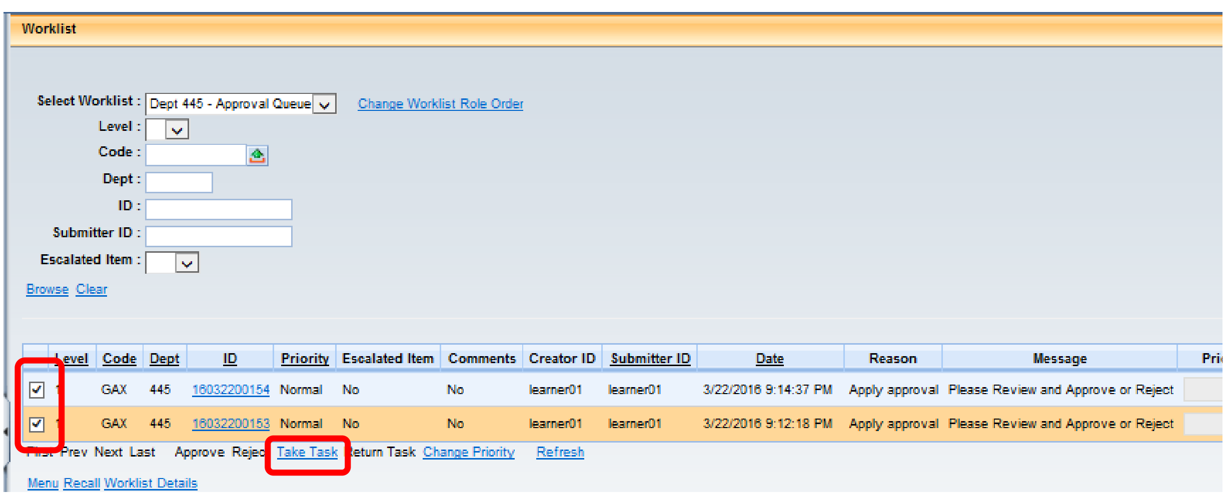
1. Go to **Message Center > Worklist**



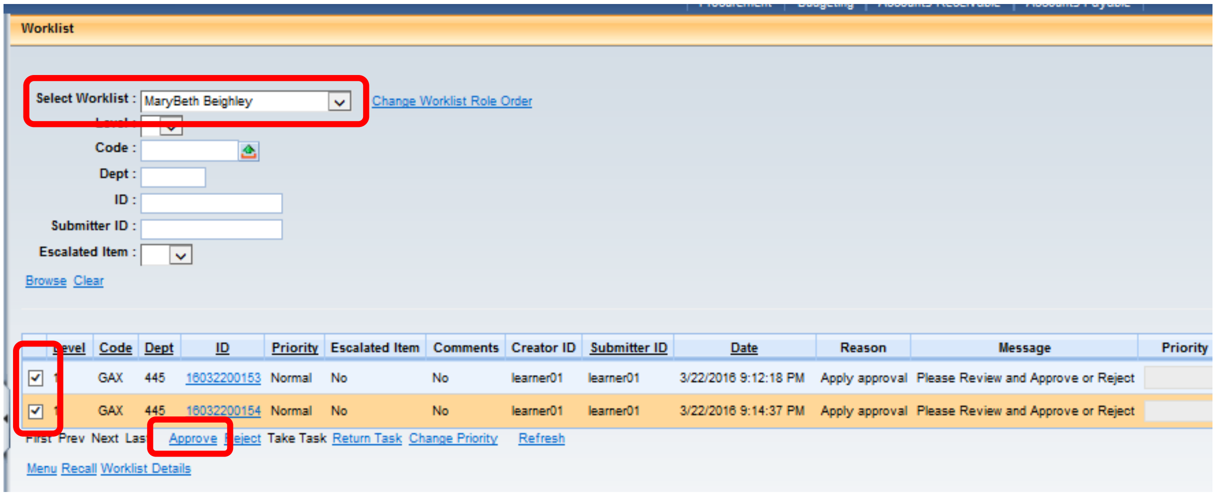
2. Select Worklist – Department Approvers will see **Dept ### - Approval Queue**



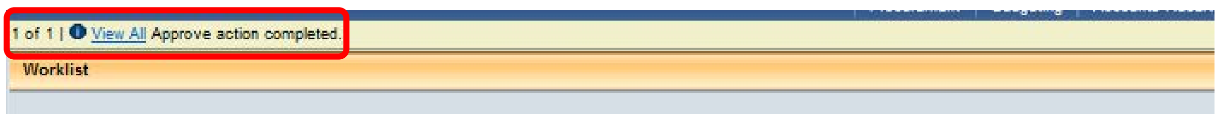
3. **Select** the documents that you would like to approve.
   Click **Take Task**. This will remove the items from the Departmental Approval Queue and put them in your approval queue.



4. Select your name from the Worklist.
5. Select the documents for approval. Click Approve



6. You should receive an "**Approve action completed**" message.



7. You're done!