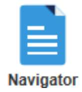
HOW TO RUN A PENDING APPROVAL WORKFLOW IN RPT

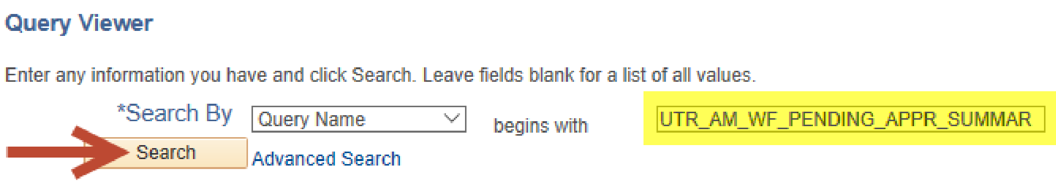
The purpose of this process is to obtain a report of pending workflow approvals. This report will provide the asset workflow type (transfer to surplus, asset transfer, asset removal or asset return) as well the name of requestor and pending approver.
Pending approvals will remain in the queue and do not time out.
This data is updated nightly and approvals will reflect the following business day.

PeopleSoft Menu Icons:

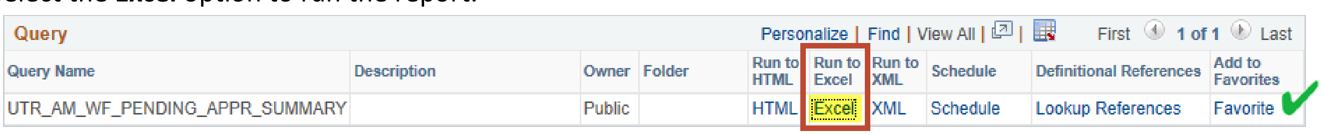
 Nav Bar 

Navigator

1. Log into the RPT Environment. https://zbfi-rpt.utshare.utsystem.edu/psp/ZBFIRPT/?cmd=start
2. From the NavBar icon on the top right of the page, select the Navigator icon.
3. Select **Reporting Tools**
4. Select **Query**
5. Select **Query Viewer**
6. Enter the report name: **UTR_AM_WF_PENDING_APPR_SUMMARY** in the *begins with* field and click on **Search**.



7. At this time, this report can be marked as **Favorite** for future quick access.
   Select the **Excel** option to run the report.



The Excel report contains the following fields:

- Business Unit
- Status
- Asset Workflow
- Date of Transfer/Surplus
- Transaction ID
- Asset Identification
- Tag Number
- Pending Approver Name
- Requestor Name
- Current Custodian Name

Notes:

- Assets tied to a Pending Approval workflow are not available for other workflows.
- Transcation ID's may appear twice, this is due to the number of approvers still pending.