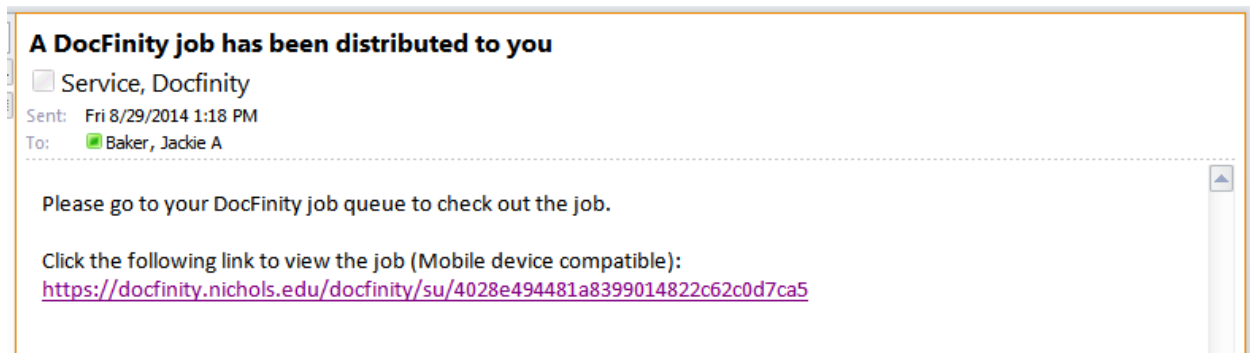
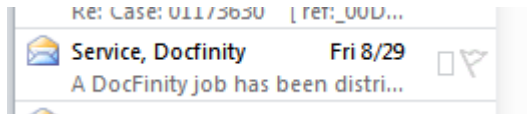


# Travel Reimbursement Approval

- Turn off pop-up blockers for DocFinity
- Use Internet Explorer

You will receive an email notification that you have a job pending.



Click on the link in the email.



Username:

Password:

[Password Reset](#)

Login to Docfinity using your Nichols College username and password.  
Two panels will appear on the Docfinity screen: the Job Views and Jobs.

DocFinity    Workspace    Panels    Business Processes

### Job Views

Name	Jobs
Approved Purchase Requests	0
Common Pending Queue All Groups	0
Common Queue All Groups	0
Monitoring	0
Personal Pending Queue All Groups	0
<b>Personal Queue All Groups</b>	<b>11</b>

[Get Job Queue](#)

You will only see the queues that you have access to.

help    jvaaker    Logout

### Jobs: Personal Queue All Groups

**Tasks**

Work through the tasks for this job. When all required tasks (\*) are complete, the job can be completed; otherwise, return the job if necessary tasks are not done.

Complete	Task description
<input type="checkbox"/>	Search for Supporting Documents
<input type="checkbox"/>	* Do You Approve this Reimbursement?

**Package Items**

Any documents, searches, and files associated with the checked-out job.

request

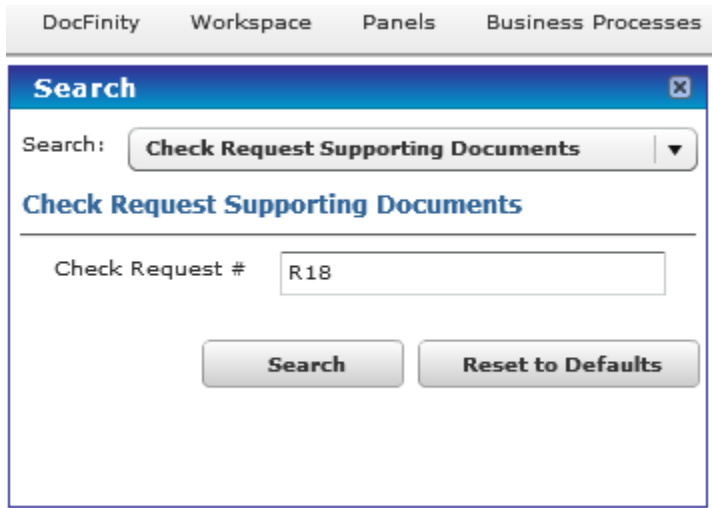
**Job Properties**

Job properties and information.

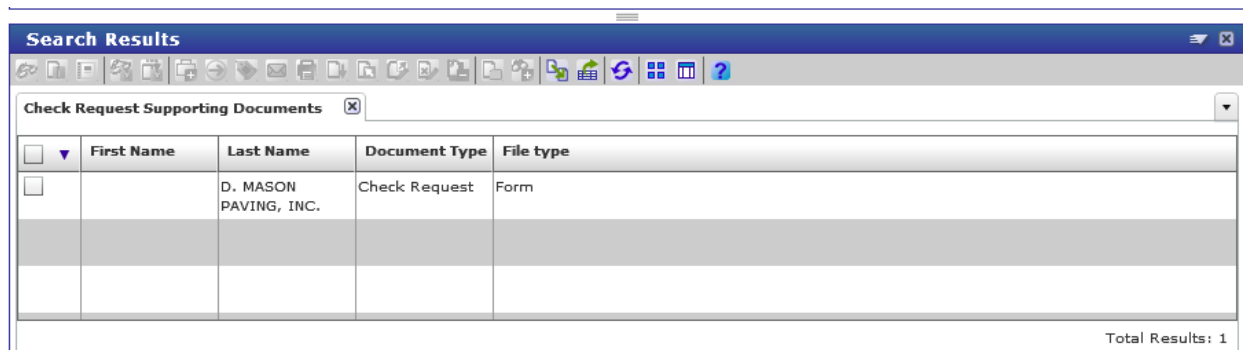
Property	Value
Process Model Name	Travel Reimbursement Request
Priority	0
Distribution Date	09-02-2014 1:27:07 PM

This shows the tasks that need to be taken to approve or deny the submitted check request. All tasks that are preceded by an \* must be completed. You MUST click on the "words" under the task description, NOT check the complete box to perform the task.

If you want to see any supporting documentation or the check request click on the "Search for Supporting Documents". You can use the % to perform a wildcard search.



The Search panel will now appear on the left, click on the Search button.



The Search Results panel will appear at the bottom of the screen.

Double click on the document that you would like to view.

**Forms**

**View Check Request**

## CHECK REQUEST

Check Request Number: R18

Requester Search: baker

Requester: Baker, Jacqueline

Requester ID: 0000387

Invoice #: 23

Invoice Date: 08-29-2014

MAKE CHECK PAYABLE TO:

Vendor Search: mason

Vendor Name: D. MASON PAVING, INC.

Vendor ID: 0089775

Type of Check Request: Services

Approver: Jackie Baker

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Description	GL Account # (#-#-#-#####-#####)	Project Code	Amount
test	1-0-0-621000-63801		1
			0
			0
			0
			0

The Forms panel will appear with the form information displayed.

If the document was supporting documentation, the document previewer panel will display the document.

You must now decide to approve or decline the request.

**Jobs: Personal Queue All Groups**

**Tasks**

Work through the tasks for this job. When all required tasks (\*) are complete, the job can be completed; otherwise, return the job if necessary tasks are not done.

Complete	Task description
<input checked="" type="checkbox"/>	Search for Supporting Documents
<input type="checkbox"/>	* Do You Approve this Check Request?

Double click on the "Do You Approve this Check Request?"

**Approve Check Request?**

\* Decision

- Approved
- Declined

Select Approved or Declined.

If you select Declined, you must enter a reason.

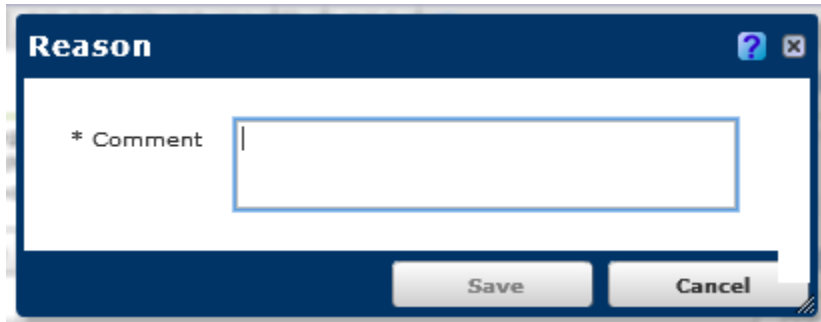
**Jobs: Personal Queue All Groups**

**Tasks**

Work through the tasks for this job. When all required tasks (\*) are complete, the job can be completed; otherwise, return the job if necessary tasks are not done.

Complete	Task description
<input checked="" type="checkbox"/>	Search for Supporting Documents
<input checked="" type="checkbox"/>	* Do You Approve this Check Request?
<input type="checkbox"/>	* Reason for Denial

Double Click on "Reason for Denial"

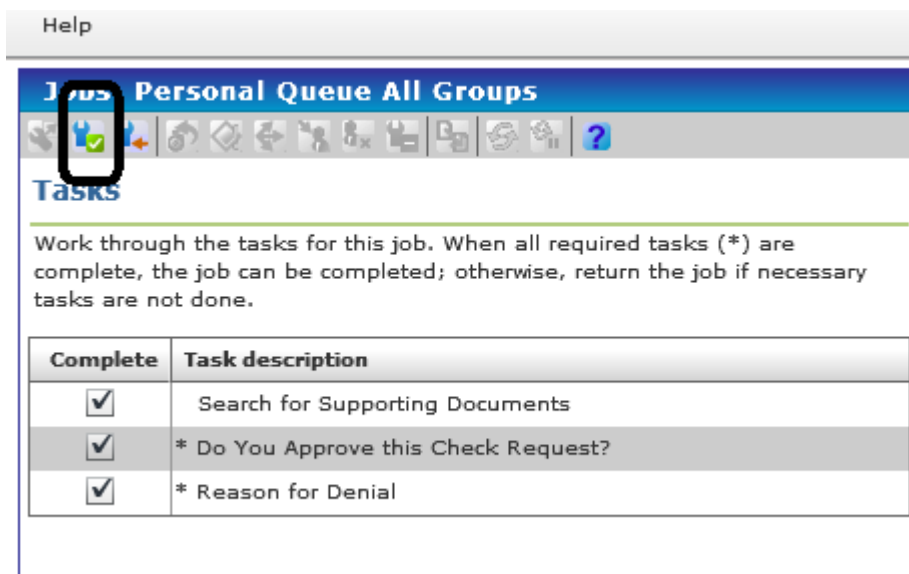
A dialog box titled "Reason" with a blue header and a white body. It contains a text input field labeled "\* Comment" and two buttons at the bottom: "Save" and "Cancel".

Reason

\* Comment

Save Cancel

Click Save

A screenshot of a web application interface. At the top, there is a "Help" button. Below it is a navigation bar with "Jobs", "Personal Queue", and "All Groups". A toolbar contains several icons, with the first icon (a green checkmark) circled in black. Below the toolbar is a "Tasks" section with a description: "Work through the tasks for this job. When all required tasks (\*) are complete, the job can be completed; otherwise, return the job if necessary tasks are not done." A table lists three tasks, each with a checked checkbox in the "Complete" column.

Help

Jobs Personal Queue All Groups

Tasks



Work through the tasks for this job. When all required tasks (\*) are complete, the job can be completed; otherwise, return the job if necessary tasks are not done.




Complete	Task description
<input checked="" type="checkbox"/>	Search for Supporting Documents
<input checked="" type="checkbox"/>	* Do You Approve this Check Request?
<input checked="" type="checkbox"/>	* Reason for Denial


Click on the Complete Job icon to remove the job from your queue.

You can complete any other jobs that may be pending in your queue. You will need to refresh the queue listing to see that the number of pending requests has changed.

Once you have completed all of your jobs, you can refresh your jobs queue by clicking on the first icon in the toolbar all the way to the left.

**Job Views**  

Name 	Jobs
Invoices Pending Approval	0
Pending Check Requests	0
Pending Purchase Requests	0
Pending Travel Reimbursement Requests	0

[Get Job Queue](#)