Use this guide to Accept, Return, or Reassign document approval in the Mason Finance Gateway. Users may Accept or Return through email, but must login to the Mason Finance Gateway in order to Reassign approval to another user.

**Approver Action in the Gateway**

1. Login to the Mason Finance Gateway at (link) (Single Sign on with 2FA is required, click here for more info)
2. On the Summary Dashboard, you will see pending items in the Approvals Que. Click on the Expense Reports link to open the que. *Note: if you do not have any pending approvals, this tab will not display.*

3. In the Que, click on the item you wish to view. To the right you will see the options.

4. Click Return – to send the document back to the user for corrections. Click Approve – to accept the document and continue the workflow. Review the Certification and then click Submit.
To Reassign the document Approval to another user, click on the Ellipses (…)

A search box will pop up. Type the name of the person who you wish to “Reassign” the Approval to. It will populate the individuals name and title. Add a note if you desire. Then click the Reassign button.

You will see a pop-up that states “You have reassigned this approval” and the transaction will be removed from your Approval que. The individual who was assigned the approval will receive an email and the document will appear in their Approval Dashboard.

The transaction(s) will show up with the new Approver listed on the Tracking report on the Traveler’s view.
Approver Role in Mason Finance Gateway

Approver Action via Email

You will receive an email every time a document is ready for your review and approval. You may Accept or Return directly from the email. You can review transactions and open attachments from the email. After you click an option a new formatted Reply email box will open. If you wish to add comments, type them into the top of the email and then click Send. Your action will be recorded in the Mason Finance Gateway.

Add Contact info for users and/or processes, email or general extension (Purchasing & AP Ext. 3-2580) at bottom of final page.