Washoe County School District

What to do when your Transaction Envelope has been rejected

To avoid this process altogether, follow the instructions for creating a Transaction Envelope, and always double check your envelope date range and the contents of your receipt file before initially submitting your Transaction Envelope into workflow.

The Transaction Envelope moves through several layers of approvals, and as part of this process, it may be rejected if it is incorrect in some way. A few reasons that may cause your Transaction Envelope to be rejected are listed below:

- Missing a receipt
- Missing a leave form
- Missing some other required documentation
- Incorrect date range
  - This can cause you to be missing transactions, meaning your date range is too short; or
  - This can cause you to have too many transactions, meaning your date range is too long.
- Incorrect dollar amount total for the envelope
- Incorrect receipt or document (i.e., an extra item that shouldn't be included with this envelope)

If your Transaction Envelope has been rejected, you will receive an email notification from Commerce Bank alerting you to the status of your envelope. There will be detailed information in the rejection notification about what is incorrect in your envelope. See sample below:

-----Original Message-----
From: Commerce Bank.com <Donotreply@controlpayadvanced.com>
Sent: Thursday, February 28, 2019 9:40 AM
To:
Subject: Workflow has been denied

A workflow has been rejected to your hierarchy and is ready for your review.

Decline Reason:

2nd Reject- Missing hotel receipt in the amount of $1243.64.

Rejected By: JOHN DOE (jdoe)

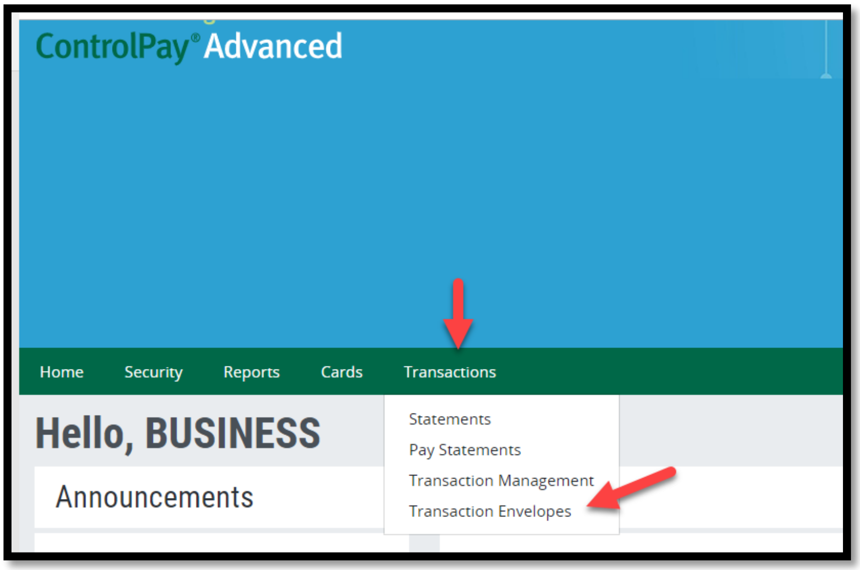
Please log on to https://controlpayadvanced.com

Commerce Bank
Accounts Payable Solutions
811 Main Street
Kansas City, Missouri 64105

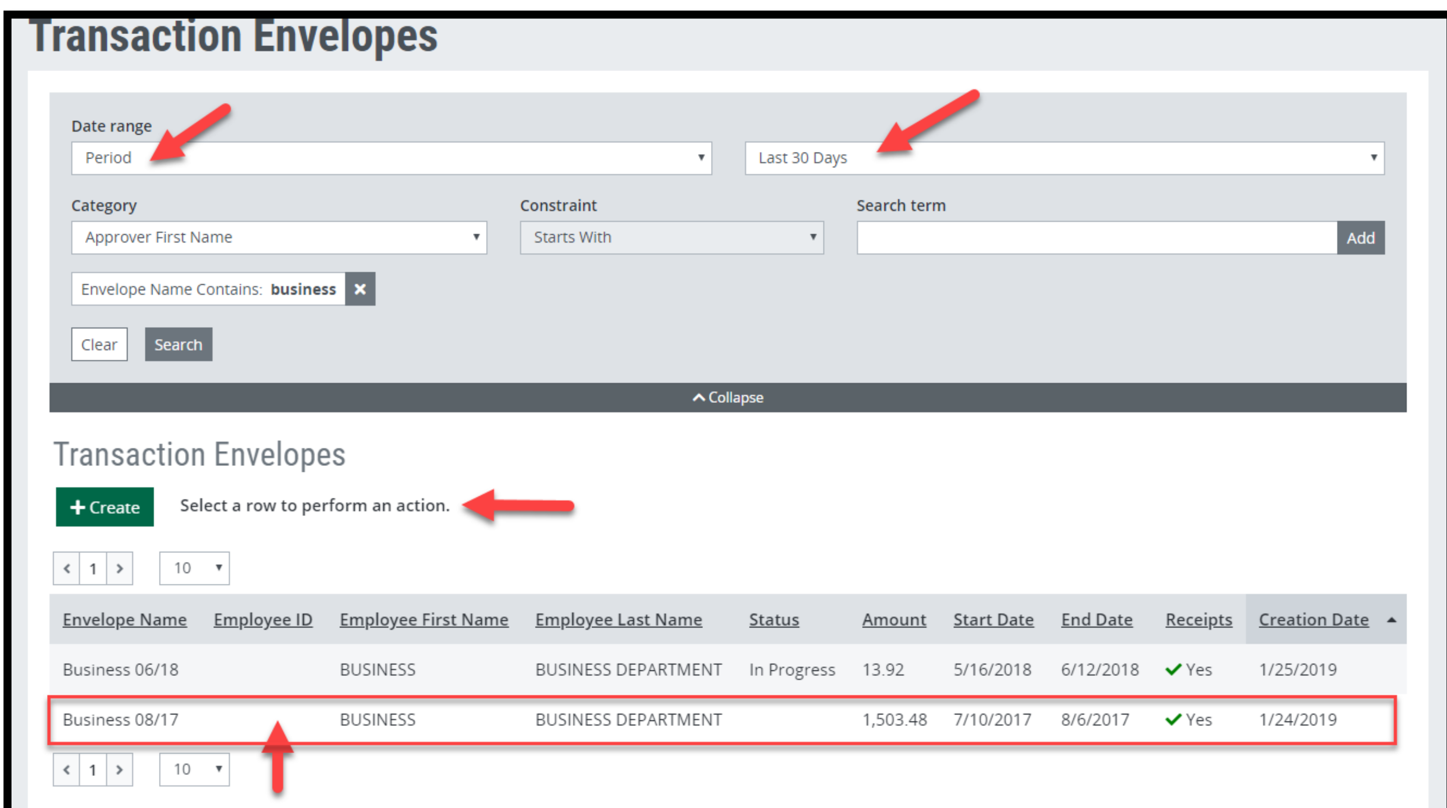
Call: 800.892.7104 | Visit: commercevantage.com

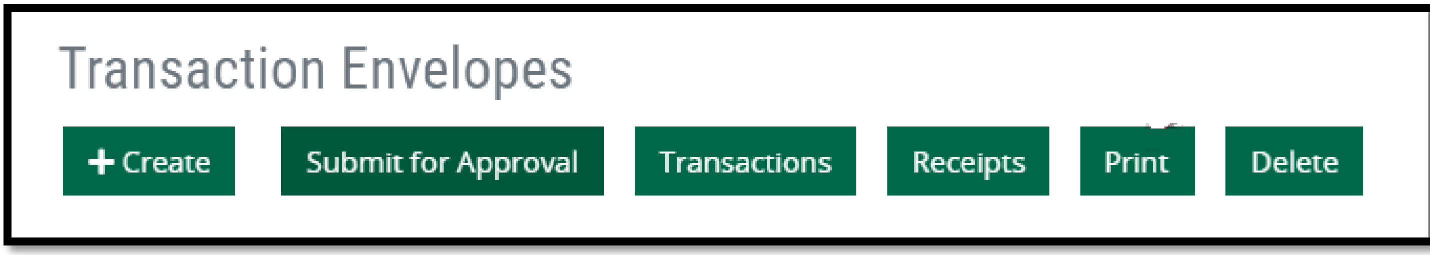
When you get this email, you will need to login to Commerce Bank to retrieve your envelope and fix the item(s) that caused the envelope to be rejected. Please follow the below directions to retrieve your envelope and make your corrections:

1. From the green menu bar that runs across the top of the screen, navigate to **Transactions/Transaction Envelopes**.

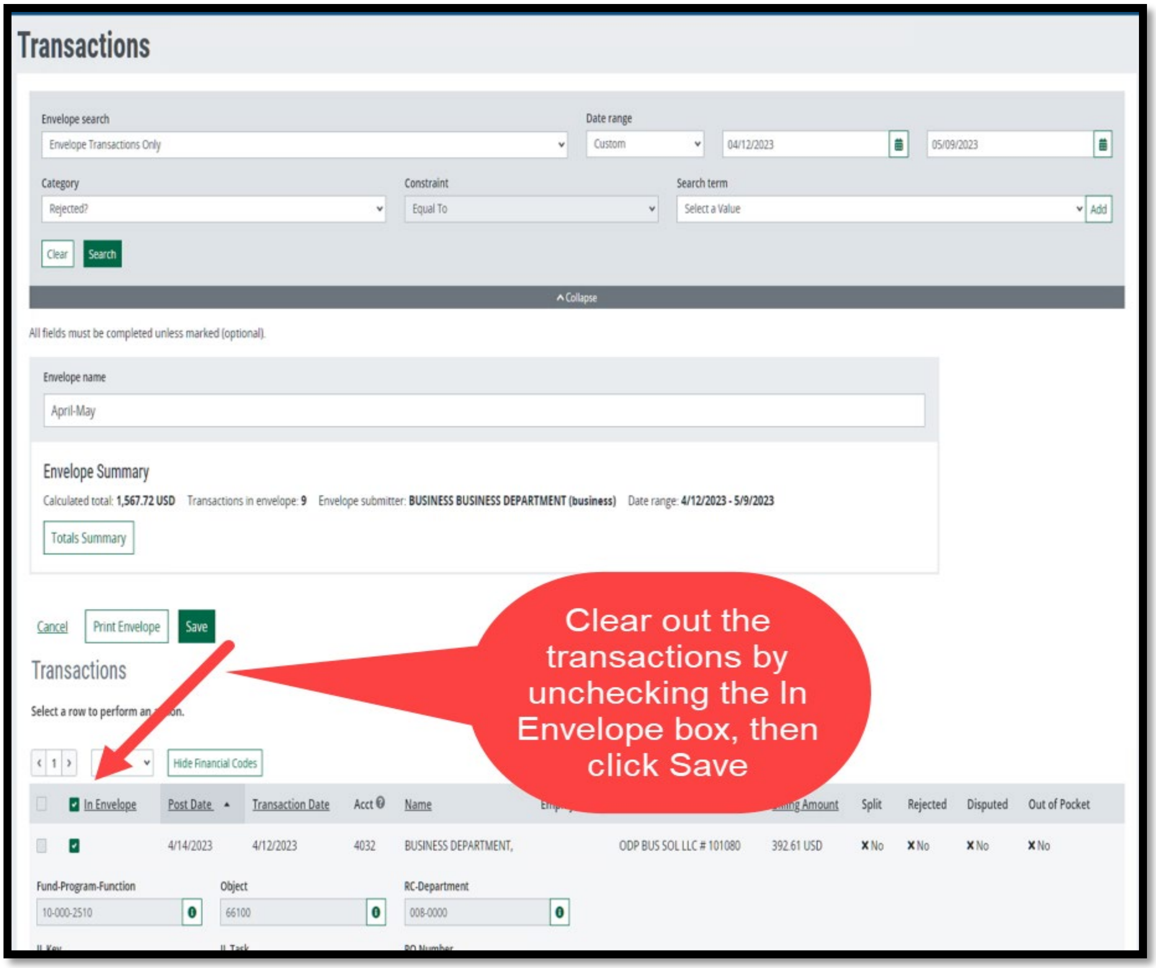


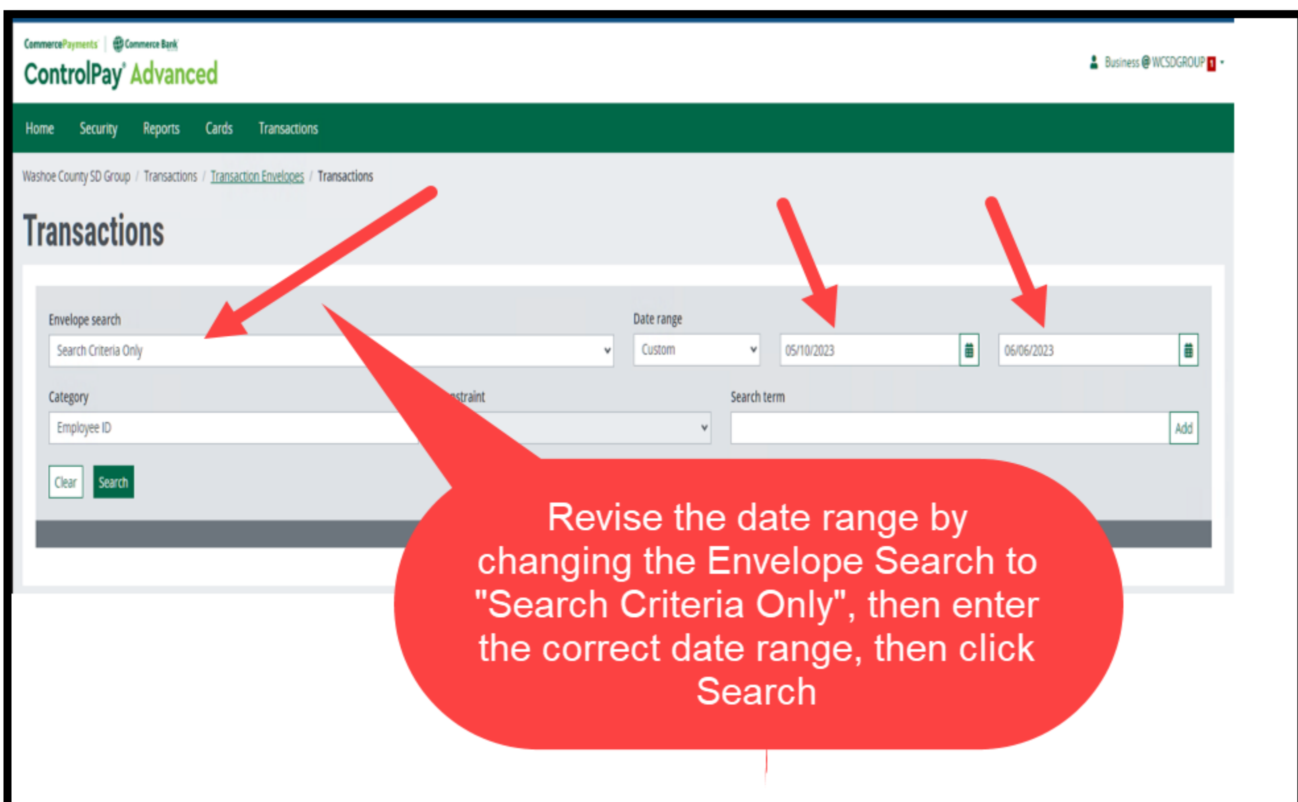
2. Click on **Transaction Envelope**.
3. When this new page loads, you will see a list of envelopes available, if you need to search back farther, change the date range, and click search.
4. Click on the row of the envelope you wish to work with, to bring up your action icons (Select a row to perform an action).

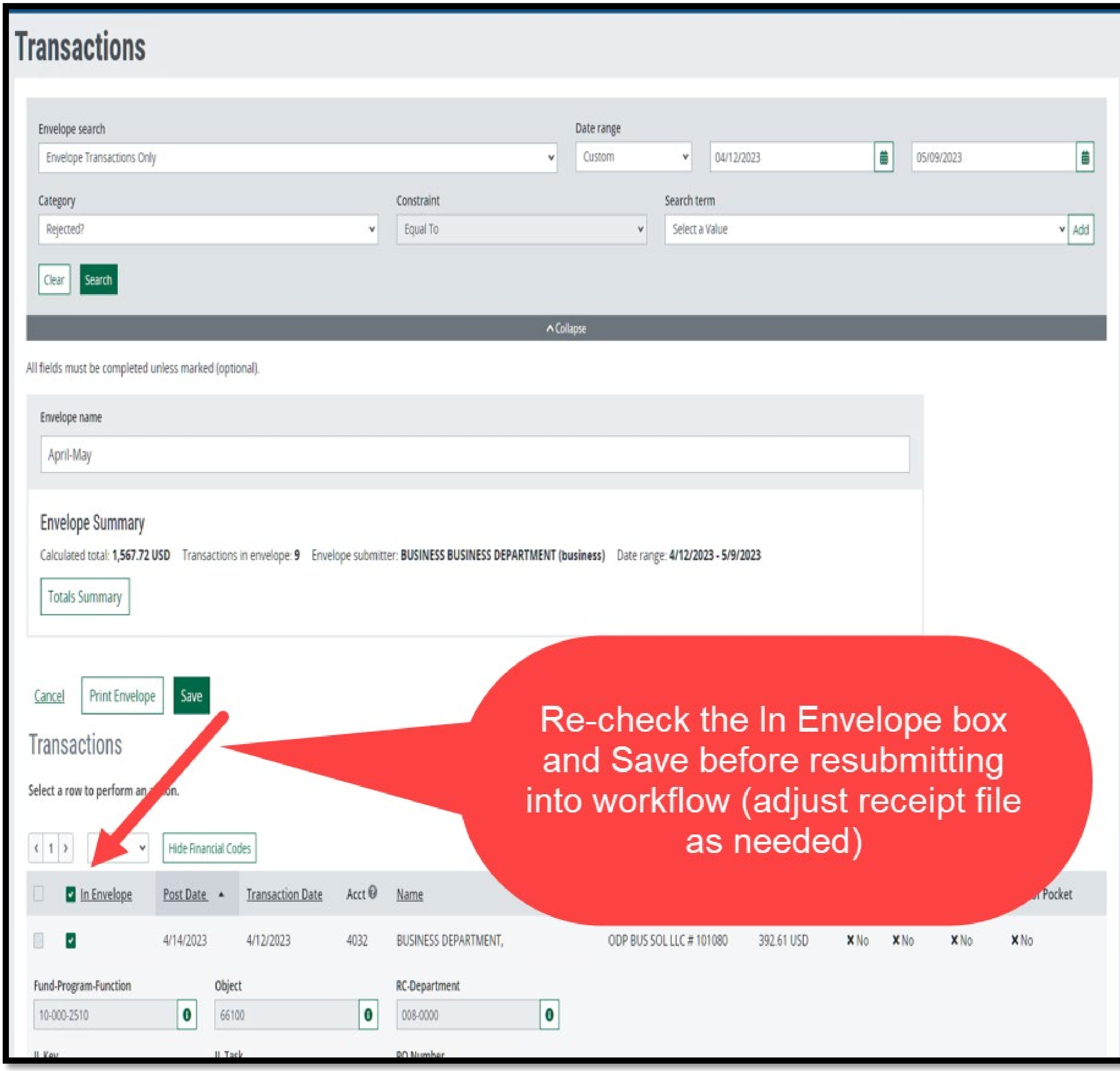




5. You can manage your Transaction Envelope from this screen:
    a. If you are missing a receipt, a leave form, or another document, but the date range is ok in your envelope, click on the green **Receipts** button to access the receipt file that is attached to your envelope.
        i. You can delete your receipt file then adjust it to include the missing item. Once your receipt file is corrected, you can upload it to your envelope, click Save, and then Resubmit to Workflow. BEFORE deleting your receipt file, be sure you have it saved elsewhere on your computer. If you need help with this part of the process, call the P Card Administrator or Business Process Trainer for assistance.
    b. If your envelope has the incorrect date range, which might also cause an incorrect dollar amount total, click on the green Transactions button to access the transaction section.
        i. Once you are in the transaction section, you can create a clean slate by clearing out the envelope. To do this, uncheck the **In Envelope** box at the top of your transaction list, then click Save.
        ii. Now you can adjust the date range to capture the correct dates to include in your envelope. Change the **Envelope Search** criteria to **Search Criteria Only**, then enter the correct date range, and click Search. You will need to make sure all the new transactions are "In Envelope" and Save before resubmitting into workflow. If you are changing the transaction date range, you may also need to adjust your receipt file. See section "a." above for adjusting your receipt file. If you need help with this part of the process, call the P Card Administrator or Business Process Trainer for assistance.
        iii. Sometimes the date range cannot be adjusted, and you will get an error message when trying to change the date. If this is the case, please call the P Card Administrator or Business Process Trainer for assistance in zeroing out your envelope and starting over.
    c. If you have an item attached to your envelope that does not belong, you can follow the steps in section "a." above to adjust your receipt file. If you need help with this part of the process, call the P Card Administrator or Business Process Trainer for assistance.
    d. *Please note, you cannot access the green Delete button if your Transaction Envelope has been submitted into workflow, then rejected back to you. You will only see this button PRIOR to submitting your envelope the very first time.*


Transactions
Envelope search
Envelope Transactions Only
Date range
Custom
04/12/2023
05/09/2023
Category
Rejected?
Constraint
Equal To
Search term
Select a Value
Add
Clear
Search
Collapse
All fields must be completed unless marked (optional).
Envelope name
April-May
Envelope Summary
Calculated total: 1,567.72 USD Transactions in envelope: 9 Envelope submitter: BUSINESS BUSINESS DEPARTMENT (business) Date range: 4/12/2023 - 5/9/2023
Totals Summary
Cancel
Print Envelope
Save
Transactions
Hide Financial Codes
In Envelope
Post Date
Transaction Date
Acct
Name
Split
Rejected
Disputed
Out of Pocket
4/14/2023
4/12/2023
4032
BUSINESS DEPARTMENT,
ODP BUS SOL LLC # 101080
392.61 USD
No
Fund-Program-Function
10-000-2510
Object
66100
RC-Department
008-0000
Clear out the transactions by unchecking the In Envelope box, then click Save


ControlPay Advanced
Business @ WCSDGROUP
Home
Security
Reports
Cards
Transactions
Washoe County SD Group / Transactions / Transaction Envelopes / Transactions
Transactions
Envelope search
Search Criteria Only
Date range
Custom
05/10/2023
06/06/2023
Category
Employee ID
Search term
Add
Clear
Search
Revise the date range by changing the Envelope Search to "Search Criteria Only", then enter the correct date range, then click Search



To avoid this process altogether, [follow the instructions for creating a Transaction Envelope](), and always double check your envelope date range and the contents of your receipt file before initially submitting your Transaction Envelope into workflow. The Accounts Payable office is here to assist, see contact information below.

Contacts:

P Card Administrator: 775-348-0307

AP Supervisor, 775-348-0274

Business Process Trainer: Kelly Case, 775-789-3438, klcase@washoeschools.net