

## PAYSCAN REBUILDING WORKFLOW APPROVERS

### Rebuilding Workflow Approvers

The Rebuild Workflow Approvers function reselects the current approvers for the current step of any record with a workflow status of “in progress.”

You should run this function:

1. After adding or editing Out-of-Office records.
2. After adding or editing employee contacts.

To rebuild workflow approvers:

From the side menu of your Accounting Role, go to **Administration~Rebuild Workflow Approvers**.

1 The Rebuild Workflow Step Approvers filter appears

2 Complete the filter.

Object Type	Invoice Register
Record #	Type the range of control numbers (Or leave Blank to Rebuild All)
Workflow	Leave Blank to Rebuild All

3 Click Submit. The screen displays the matching records.

4 Click Post. Voyager rebuilds the workflow approvers for all the records displayed.

*Note: Each client is unique. Please contact MM Consulting Solutions if you would like to develop a custom solution for your business.*