

APPROVER INSTRUCTIONS

This guide provides information needed for an approver to manage transactions. Within this guide, you will learn how to:

- Review and sign off on a transaction

Review and Sign Off on a Transaction

NOTE: Approvers are usually not required to edit the account number or enter a description. The approver should review the transaction to determine that it is a reasonable, appropriate and legitimate transaction for the department. If you are required to edit the account number and subcodes, see the instructions for accountholder.

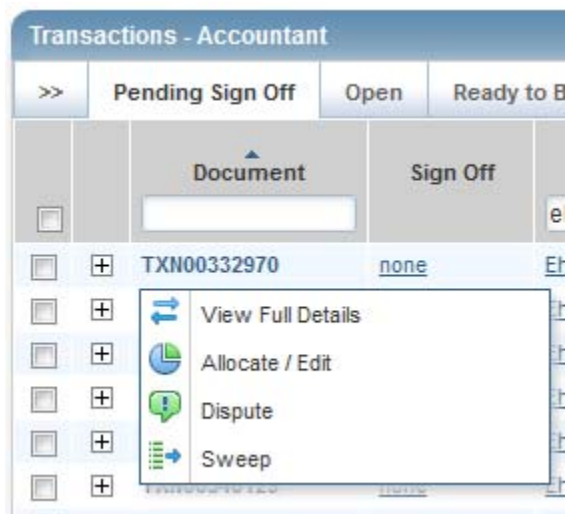
Procedure:

To review a transaction, complete the following:

- On the **Home Page** under **Expenses>Transactions>Approver**, click on the **Pending** link. The **Pending Sign Off** screen is displayed.

Pending Sign Off												Open	Ready to Batch	Flagged	All	Clear Filters	Columns
Document	Sign Off	Primary Accountholder	Account ID	Group	Date Purchased	Date Posted	Purchase Amount	Vendor	Allocation	Comp							
TXN00374329	none	Eharris, Kristy	3163	Athletics Business Office	11/20/2013	11/21/2013	1,070.62	FORD AUDIO VIDEO-OK CIT	AA 3 23030-3902 PO#:		✓						
TXN00374359	none	Clark, Donald	2629	Facilities	11/20/2013	11/21/2013	925.72	WWW WURTEC COM	AA 3 23060-3030 PO#:		✓						
TXN00374372	none	Clark, Donald	2629	Facilities	11/20/2013	11/21/2013	23.51	WWW WURTEC COM	AA 3 23060-3030 PO#:		✓						

- Click the desired **Document** number. A menu displays.



- Select **View Full Details**. The **Transaction Details** screen displays.

TXN00376087 Source Amount: 349.60 USD Actions

Purchase Amount: 349.60 Allocation Variance: 0.00
 Post Date: 11/27/2013 Comp | Val | Auth: ✓ | ✓ | ✓
 Vendor Name: ALLEGRA PRINT AND IMAGING Sign Off History: AH
 MCC: 5099 (DURABLE GOODS, NOT ELSEWHERE CLASSIFIED)

Transaction | Allocation & Detail | Dispute | Receipts

Bank Transaction #: 24755423331133314577487 Account Nickname: ROXANNE CANTRELL
 Purchase ID: 84247 Account ID: 4589
 CRI Reference: 84247 Accountholder: Cantrell, Roxanne
 Vendor ID: [17-8024172267](#)
 Vendor Address: OK, 74145

Comments Add Comment

- Select the **Allocation & Detail** tab.

TXN00376087 Source Amount: 349.60 USD Actions

Purchase Amount: 349.60 Allocation Variance: 0.00
 Post Date: 11/27/2013 Comp | Val | Auth: ✓ | ✓ | ✓
 Vendor Name: ALLEGRA PRINT AND IMAGING Sign Off History: AH
 MCC: 5099 (DURABLE GOODS, NOT ELSEWHERE CLASSIFIED)

Transaction | **Allocation & Detail** | Dispute | Receipts

Allocation Purchase Amount: 349.60 Allocation Total: 349.60 | 100% Variance: 0.00

Comp Val Auth	Amount	Description	GL01: Transaction Code	GL02: Expense Code	GL03: PO Header	GL04: Purchase Order	Category
✓ ✓ ✓	349.60	seating cards	AA 3 23020	3030	PO#:	252673	(unspecified)

1 item

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included		349.60	0.00	0.00 74078-5070

Transaction Detail - 5099 (DURABLE GOODS, NOT ELSEWHERE CLASSIFIED)

- Read the description entered into the **Description** field by the accountholder. To the best of your ability determine if this is a reasonable, authorized, legitimate transaction for the University, and the account number and subcode are correct.
- In the upper right corner of the **Allocation & Detail** tab, click on the **Actions** drop down menu.

TXN00378551 Source Amount: 21.75 USD Actions

Purchase Amount: 21.75 Allocation Variance: 0.00
 Post Date: 12/09/2013 Comp | Val | Auth: ✓ | ✓ | ✓
 Vendor Name: ICL TELECON IC Sign Off History: AH
 MCC: 5969 (DIRCT MARKETING/DIRCT MARKETERS--NOT ELSEWHERE CLASSIFIED)

Transaction | Allocation & Detail | Dispute | Receipts

Bank Transaction #: 24692163340000520698737 Account Nickname: GLYNNA WORLEY
 CRI Reference: Account ID: 7411
 Vendor ID: [724740000701573](#) Accountholder: Worley, Glynn
 Vendor Address: GA, 31833

Comments Add Comment

Sign Off

Raise Flag

7. Click **Sign Off**. The **Confirm Sign Off** screen displays.



8. Click **OK**.
9. This completes the procedure.