

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
<input type="checkbox"/>	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#:	✓
<input type="checkbox"/>	TXN00374359	none	Clark, Donald	2629	Facilities	11/20/2013	11/21/2013	925.72	WWW WURTEC COM	AA 3 23060-3030 PO#:	✓
<input type="checkbox"/>	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.

Transactions - Accountant			
>>	Pending Sign Off	Open	Ready to B
	Document	Sign Off	
<input type="checkbox"/>	TXN00332970	none	Et
<input type="checkbox"/>	+	View Full Details	
<input type="checkbox"/>	+	Allocate / Edit	
<input type="checkbox"/>	+	Dispute	
<input type="checkbox"/>	+	Sweep	
<input type="checkbox"/>	+	TXN00374329	none

- 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	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)

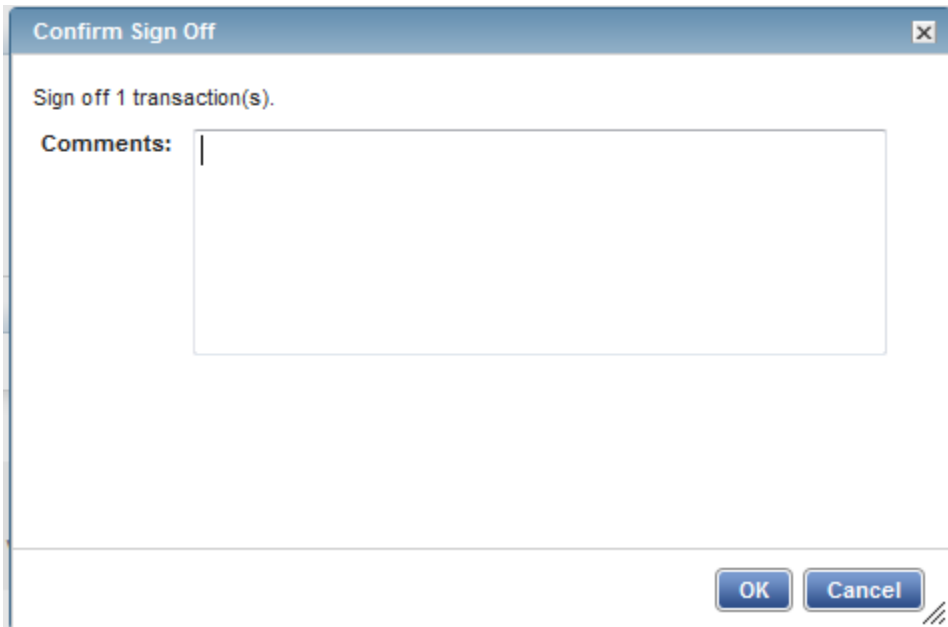
Transaction | Allocation & Detail | Dispute | Receipts

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

[Comments](#) [Add Comment](#)

Sign Off
Raise Flag

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



The image shows a dialog box titled "Confirm Sign Off" with a close button (X) in the top right corner. The main content area contains the text "Sign off 1 transaction(s)." followed by a "Comments:" label and a large, empty text input field. At the bottom right of the dialog box, there are two buttons: "OK" and "Cancel".

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