December 9, 2013

APPROVER INSTRUCTIONS

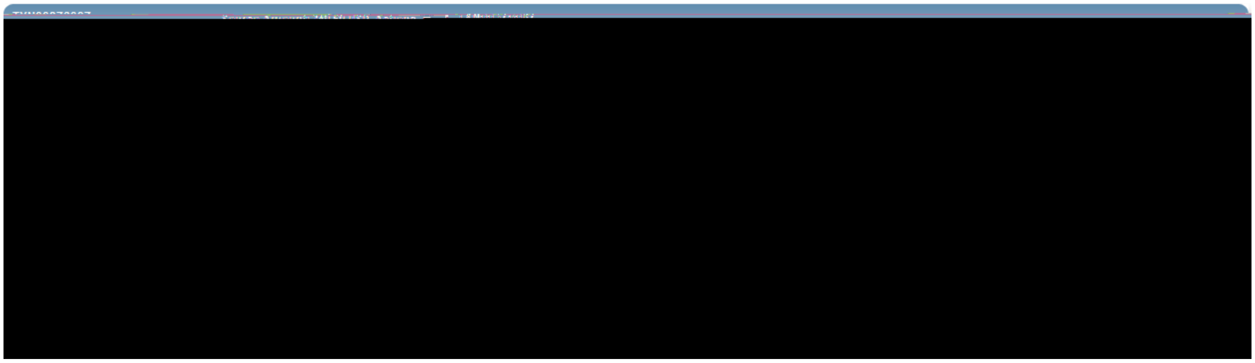
This guide provides information needed for an approver to manage transactions. Within this guide, you will learn how to:

- Review and sign off on a transaction

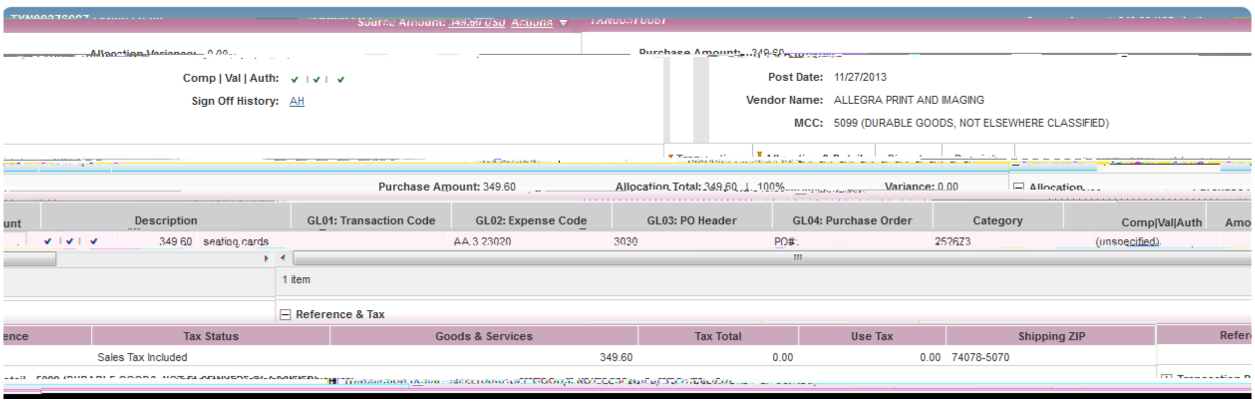
Review and Sign Off on a Transaction

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 instru ts[illegible]code

3. Select View Full Details. The Transaction Details screen displays.

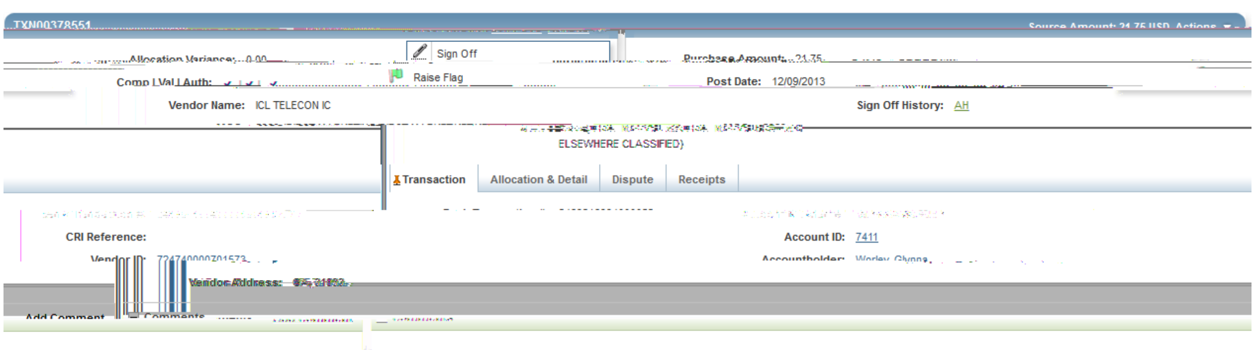


4. Select the Allocation & Detail tab.



5. 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.

6. In the upper right corner of the Allocation & Detail tab, click on the Actions drop down menu.



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

[redacted]

8. Click OK.

9. This completes the procedure.