UGA Financials Approval Decision Matrix

This document serves to clarify what each performable approval action does to a financial document within the UGA Financial Management System.

	Approve	Deny	Sendback	Hold
Travel Authorizations	Moves the document up the approval workflow	Returns the document to the Initiator, kills the document and does NOT allow resubmission	Return the document to the Initiator, allows updates and resubmission	Removes the document from the approval pool, keeping it your approval queue until you decide to act on it again
Expense Reports	Moves the document up the approval workflow	Returns the document to the Initiator, kills the document and does NOT allow resubmission	Return the document to the Initiator, allows updates and resubmission	Removes the document from the approval pool, keeping it your approval queue until you decide to act on it again
Payment Requests	Moves the document up the approval workflow	Returns the document to the Initiator. Allows updates and resubmission (treated as the same transaction)	**Not Applicable**	Removes the document from the approval pool, keeping it your approval queue until you decide to act on it again
AP Journal Vouchers	Moves the document up the approval workflow	Returns the document to the Initiator. Allows updates and resubmission (treated as the same transaction)	**Not Applicable**	Removes the document from the approval pool, keeping it your approval queue until you decide to act on it again
Budget Transactions (Journals and Transfers)	Moves the document up the approval workflow	Returns the document to the Initiator. Allows updates and resubmission (treated as the same transaction)	**Not Applicable**	Removes the document from the approval pool, keeping it your approval queue until you decide to act on it again

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General Ledger Journals	Moves the document up the approval workflow	Returns the document to the Initiator. Allows updates and resubmission (treated as the same transaction)	**Not Applicable**	Removes the document from the approval pool, keeping it your approval queue until you decide to act on it again

Additional Information

- More information on performing approvals can be found in the module-specific approvals course located in the OneSource Training Library under Financials Topics.
- If you have questions, please contact the OneSource Service Desk at onesource@uga.edu or 706-542-0202 (option 2).