



# Approving Transactions

## Quick Start for Approvers

**Are you an approver? Here is how to use the UGA Financial Management System to approve the transactions in your approvals queue.**



The Approval Tile is on the Employee Self-Service homepage. This is where you will begin. The number in the lower right corner indicates how many transactions are waiting for your approval.

Click on the icon to open the Approvals page. All of the transactions will be listed on the right side of the page. Click on any of the types to see only the transactions of that type. The individual transactions will be in a queue on the right. Click on a transaction to review.

Employee Self Service	
View By	Type
All	30
Budget Journal	5
Journal Entry	14
Payment Request	10
Voucher	1

For each transaction you will have to choose an approval option to clear it from your list:

- **Approve** approves the transaction and routes it to the next approver.
- **Deny** cancels the approvals and sends the transaction back to the initiator to correct and resubmit. In travel, deny will completely deny the submission and will not allow edits.
- **Hold** keeps the transaction in your queue if you need to research something.
- **Sendback** (only in Travel) sends the transaction back to the initiator to correct and resubmit.

## Navigating the Approval Page

Header information is shown at the top of the page in the Summary section. The Approver Comments Box will show comments from other approvers, if any. The Approval Chain section will display the approval path for the journal and the disposition on each step.

## Approving a Transaction

You should perform the following steps:

1. Review the attachments, if any.
2. Review the ChartFields shown for each line you need to approve.
3. Turn on the checkbox for the line that you want to approve or deny.
4. Select the appropriate action: **Approve**, **Deny**, or **More** to find options to **Hold** and **Sendback** (Sendback only available in Travel and Expense)
  - a. If you do anything other than Approve a transaction, you must enter a Comment.
  - b. If you Approve, you may enter a Comment, but it is not required.
5. Submit the Comment.

You will be returned to the menu page and the transaction will no longer show in your queue.



# Approving Transactions

## Payment Requests

The lines on a payment request approval are displayed as shown below.

Line Details						
Line	Item	Description	Quantity	UOM	Unit Price	Amount
1		extra color copies	1	EA	123.00 USD	123.00 USD >
2		black and white extra copies	1	EA	17.00 USD	17.00 USD >

- Click on each line to open another page to review all ChartFields associated with the line.

## Travel Authorization

When you open a travel authorization approval, you will need to click on **View Accounting** to see the Accounting Details page which lists all of the ChartFields for the transaction.

Accounting Details													1 row
GL ChartFields													Show All
Amount	*GL Unit	*Account	Bud Ref	Fund	Program	Dept	Class	Oper Unit	PC Bus Unit	Project	Activity	ChartField 1	Fund Affil
600.00	18000	792100	2020	20300	12100								

- Click the Back to Header navigation in the upper left corner of the Accounting page to return to the Approvals page to enter your decision.

## Expense Report

When you open an expense report approval, you will need to click on **View Travel Authority** to review the estimated expenses listed on the travel authorization linked to this report. Click on the button in the accounting column for each line to review the accounting information on the travel authorization. Close the Travel Authorization window when you complete the review.

Lines				
Pending				All
Select	Date/Expense Type	Reimbursement Amount		
<input type="checkbox"/>	09/10/19 D-Registration Fees	395.00	USD >	
<input type="checkbox"/>	09/10/19 D-Air Travel	456.60	USD >	

- You now need to review the individual lines on the expense report.
- Click on each line to open the Approval Line Detail page where you can review the information for each individual line.



# Approving Transactions

Click on **View Accounting** to review the ChartFields.

Accounting Details														1 row
GL ChartFields														Show All
Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Bud Ref	Fund	Program	Dept	Class	Oper Unit	PC Bus Unit	Project	Activity	ChartField 1
395.00	18000	395.00	USD	1.00000000	2020	20200	11100		67260					

- Close the window when your review is complete.
- Repeat the process for each line in the report.
- You will be returned to the Approval Line Detail page.
- Use the navigation at the upper left to return to the Header to make your final decision.

## Budget Journals

In Financials, “Budget Journals” include both budget journals and budget transfers.

Budget Journal				5 rows
<input type="checkbox"/>				
<input type="checkbox"/>	<b>Budget Journal</b> 0.00 USD	Move budget to new chart field - 18000 / 1000078102 / 2019-09-12 - Adjustment -		Routed 09/12/2019 >
<input type="checkbox"/>	<b>Budget Journal</b> 0.00 USD	Move budget to new FY20 Chart - 18000 / 1000078118 / 2019-09-12 - Adjustment -		Routed 09/12/2019 >
<input type="checkbox"/>	<b>Budget Journal</b> 0.00 USD	Move budget to FY20 Chart Stri - 18000 / 1000078123 / 2019-09-12 - Adjustment -		Routed 09/12/2019 >
<input type="checkbox"/>	<b>Budget Journal</b> 12,000.00 USD	To move 12000.00 F6769W revenu - 18000 / 1000076650 / 2019-09-05 - Transfer Adjustment -		Routed 09/13/2019 >
<input type="checkbox"/>	<b>Budget Journal</b> 12,000.00 USD	To move 12000.00 F6769W funds - 18000 / 1000076645 / 2019-09-05 - Transfer Adjustment -		Routed 09/13/2019 >

- Positive transactions increase the budget, and negative transactions decrease the budget as you would expect (see [Transactions Signs Quick Reference Guide](#)).

## General Ledger (GL) Journals

The lines on a GL journal approval are displayed as shown below.

Lines														1 row
Pending														All
Select	Jrnl Line	Amount	Acct / Budget / Dept / Product				Fund / Prog / Class / Opr Unit			PC BU / Project / Act / CF1				
<input type="checkbox"/>	1 Registration Fees	199.00	727110	2020		14100	14500	41500						

- You cannot see all the ChartFields on this page.
- You will need to use Query Viewer to run the **UGA\_GL\_JOURNAL\_ENTRY** query to see all the ChartFields. You will need to provide the Journal ID to run the query.

\*Much more information on reviewing GL journals can be found in the [Guidance on Reviewing GL Journals](#) document.



# Approving Transactions

## Journal Vouchers

The lines on the AP journal voucher approval are displayed as shown below.

Distribution Line	Quantity	GL Business Unit	Merchandise Amount	Currency	*Account	Budget Reference	Fund Code	Program	Department	Class Field	Operating Unit	PC Business Unit
1		18000	30.25	USD	714100	2020	10600	11100		11300		
2		18000	-30.25	USD	714100	2020	10500	11100		11800		

- Click on each line to open another page to review all ChartFields associated to the line.

**\*Note:** The Line Details should balance to zero.

## Additional Information

- More specific guidance on approving transactions can be found in the OneSource Training Library ([training.onesource.uga.edu](http://training.onesource.uga.edu)). Courses include:
  - [Approving Accounts Payable Transactions](#)
  - [Approving GL and Budget Journals](#)
  - [Approvals for Travel and Expenses](#)
- If you have questions, please contact the OneSource Service Desk at [onesource@uga.edu](mailto:onesource@uga.edu) or 706-542-0202 (option 2).