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.

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.
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Payment Requests

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

<table>
<thead>
<tr>
<th>Line Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
</tbody>
</table>

- 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.

<table>
<thead>
<tr>
<th>Accounting Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>GL ChartFields</td>
</tr>
<tr>
<td>Show All</td>
</tr>
<tr>
<td>Amount</td>
</tr>
<tr>
<td>800.00</td>
</tr>
</tbody>
</table>

- 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.

<table>
<thead>
<tr>
<th>Lines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending</td>
</tr>
<tr>
<td>Select</td>
</tr>
<tr>
<td>09/10/19</td>
</tr>
<tr>
<td>09/10/19</td>
</tr>
</tbody>
</table>

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

- 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.

- 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.

- 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.

```
<table>
<thead>
<tr>
<th>Distribution</th>
<th>Quantity</th>
<th>GL Business Unit</th>
<th>Merchandise Amount</th>
<th>Currency</th>
<th>Account</th>
<th>Budget Reference</th>
<th>Fund Code</th>
<th>Program</th>
<th>Department</th>
<th>Class Field</th>
<th>Operating Unit</th>
<th>PC Business Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>18000</td>
<td></td>
<td>30.25 USD</td>
<td>714100</td>
<td>2020</td>
<td></td>
<td>10600</td>
<td>11100</td>
<td></td>
<td>11300</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>18000</td>
<td></td>
<td>-30.25 USD</td>
<td>714100</td>
<td>2020</td>
<td></td>
<td>10500</td>
<td>11100</td>
<td></td>
<td>11800</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

- 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). 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 or 706-542-0202 (option 2).