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 the line (the line) code

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



4. Select the Allocation & Detail tab.

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	Allonation Marianoon 0.00				Durchase Amount					
	Comp Val Auth:	v v v				Post D	ate: 11/27/2013			
	Sign Off History:				Vendor Nar	me: ALLEGRA PRINT AND	MAGING			
MCC: 5099 (DURABLE GOODS, NOT ELSEWHERE CLASS/FED)										
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unt	Description	GL01: Transaction Cod	e GL02: Expense Code		GL03: PO Header	GL	L04: Purchase Order	Category	V Con	np Val Auth Amo
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ence	Tax Status		Goods & Services		Tax Total		Use Tax	:	Shipping ZIP	Refer
	Sales Tax Included			349.60		0.00	0.0	0 74078-5070		
-4-11 5000 (0110)		HI Westernen och		сссятем	пертиональные					

- 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.

TXN00378551			····-1:				Source Amount: 21 75 IISN Actions -			
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Vendor Name: ICL TELECON IC	Vendor Name: ICL TELECON IC					Sign Off History: AH				
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CRI Reference:					Account ID:	7411				
Vendor ID: 774740000201573-					Accountholder	Worley Chrone				
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7. Click Sign Off. The Confirm Sign Off screen displays.



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