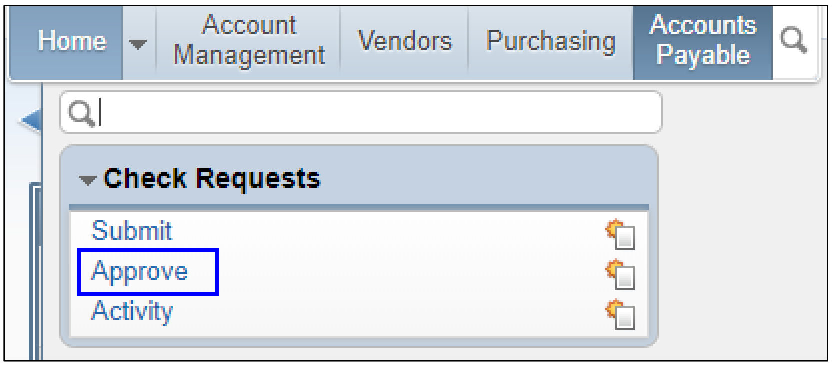
# *Accounts Payable*

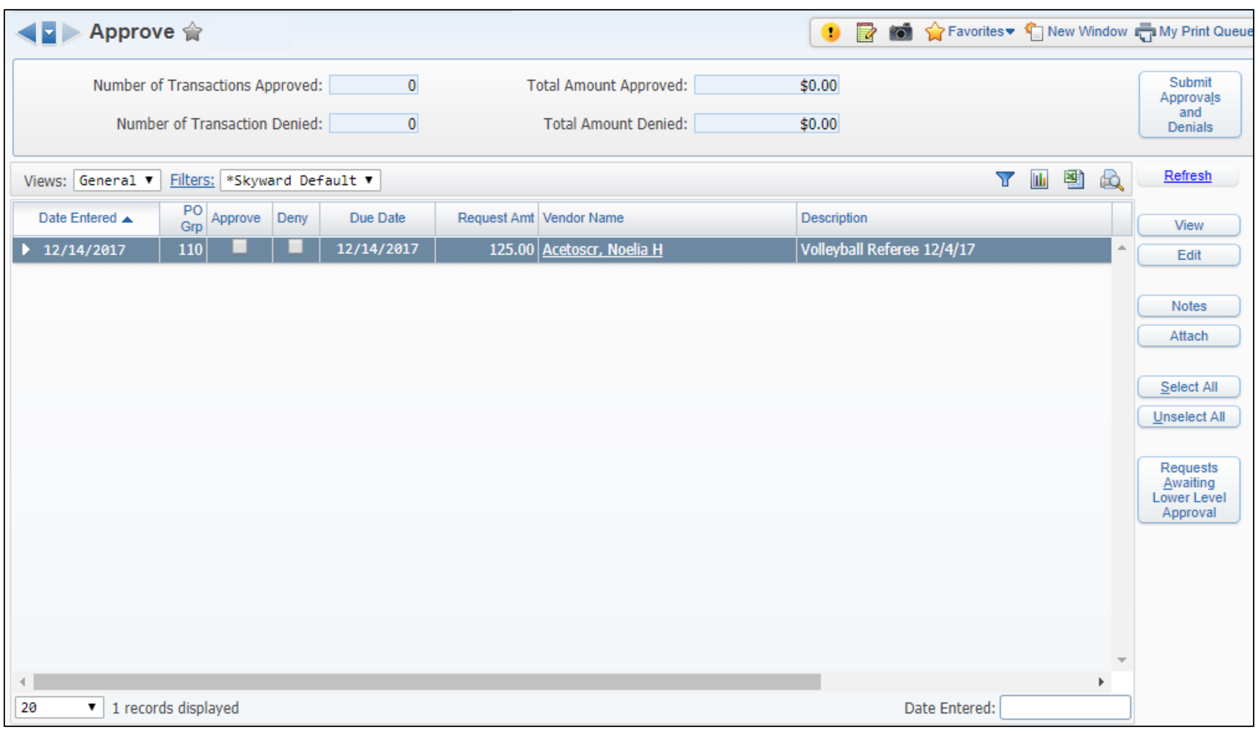
## Approve

Approvers will use the Approve option to review, approve, or deny the check requests submitted to them.

This option is found under Web Financial Management > Accounts Payable > Check Requests then select Approve.




The Approve screen will display.

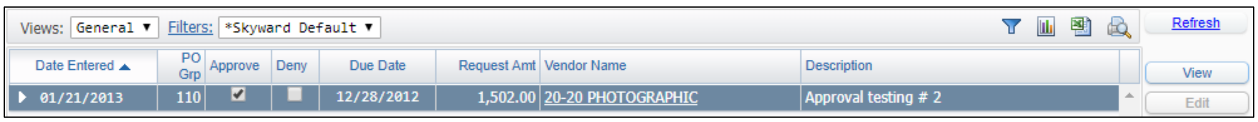


## Approve Screen Quick Guide

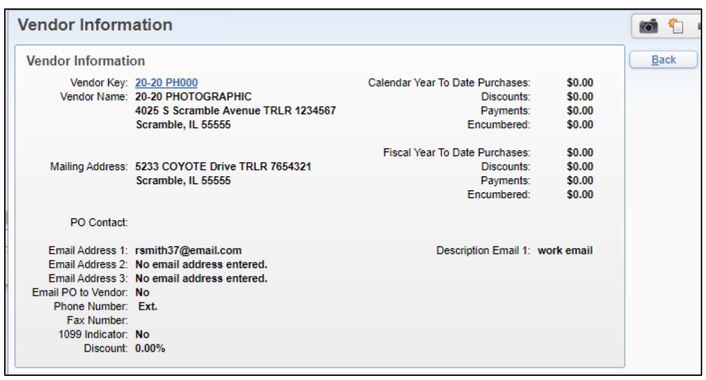
The top of the screen summarizes the number of approved and/or denied transactions, including the amounts for each as selected from the browse on the bottom part of the screen.

Select the Submit Approvals and Denials button when you are ready to submit the approved/denied records.

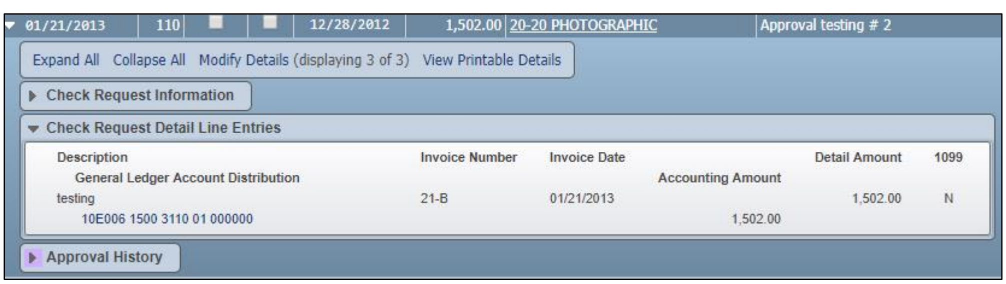

The list of check requests waiting for this user's approval will display in the browse. The approver can see at a glance the general information for the request here.




**Note**: With Addendum 04 to the June 2017 Release, the vendor name was enhanced and is now a link that when selected, opens a Vendor Information screen.

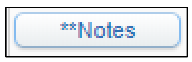




A request can be expanded to view the full detail of the request. You can expand all, or expand each section separately.




**Tip**: The account number(s) in the Detail Line Entries section is a link that when selected, brings up an account information screen.

On the right side of the browse are the following options:

| Option | Description |
|---|---|
| Refresh | Select the refresh to refresh the screen.<br> |
| View | Allows you to view the full details of a check request.<br> |
| Edit | Allows you to make modifications to a check request.<br> |
| Notes | Allows you to view or enter notations related to the check request.<br><br>Asterisks on the Notes button indicate there are notes associated with a check request. |
| Attach | Allows you to view or attach documents or links related to the check request.<br><br>Asterisks on the Attach button indicate there are attachments or links associated with a check request. |
| Select All | Will select Approve on all requests listed in the browse.<br> |
| Unselect All | Will unselect whichever approve/deny option is checked in the browse.<br> |
| Requests Awaiting Lower Level Approval | Higher level approvers have the option to view, approve, or deny requests that have not yet reached their level.<br> |

# Approve/Deny Check Requests

## Approve

From the check request record on the browse, select the Approve checkbox.

| Date Entered | PO Grp | Approve | Deny | Due Date | Request Amt | Vendor Name | Description |
|---|---|---|---|---|---|---|---|
| 01/21/2013 | 110 | ☑ | ☐ | 12/28/2012 | 1,502.00 | 20-20 PHOTOGRAPHIC | Approval testing # 2 |

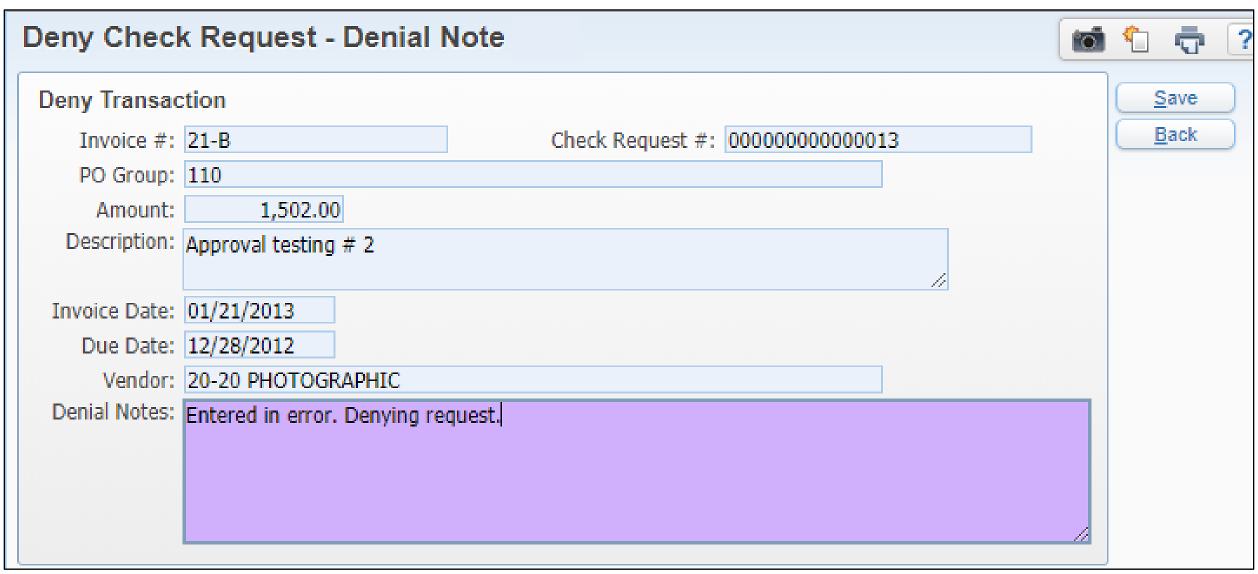
- If the accounts payable verify funds configuration is set to Warn or Stop if no funds are available, a message will display when an account will be over budget.
  - In the case of a warning, the user may proceed with the approval.
  - In the case of a stop, the user must select a different account or have funds transferred into the account.

## Deny

From the check request record on the browse select the Deny checkbox.

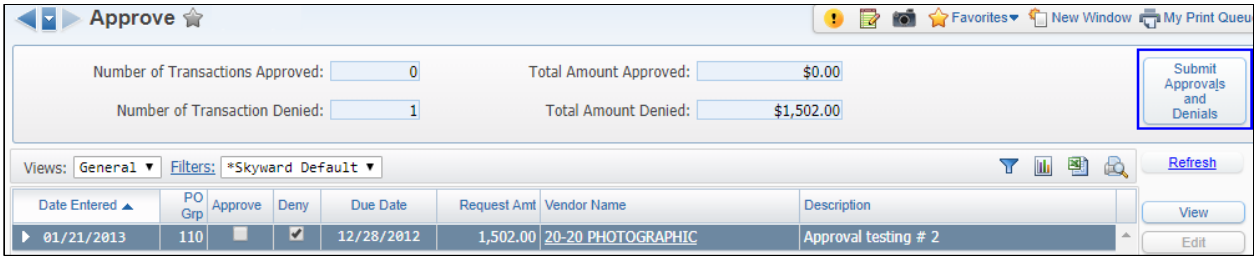
| Date Entered | PO Grp | Approve | Deny | Due Date | Request Amt | Vendor Name | Description |
|---|---|---|---|---|---|---|---|
| 01/21/2013 | 110 | ☐ | ☑ | 12/28/2012 | 1,502.00 | 20-20 PHOTOGRAPHIC | Approval testing # 2 |

A Deny Check Request – Denial Note screen will display. You have the option to add a reason for the denial. Select Save to confirm or Back to cancel.

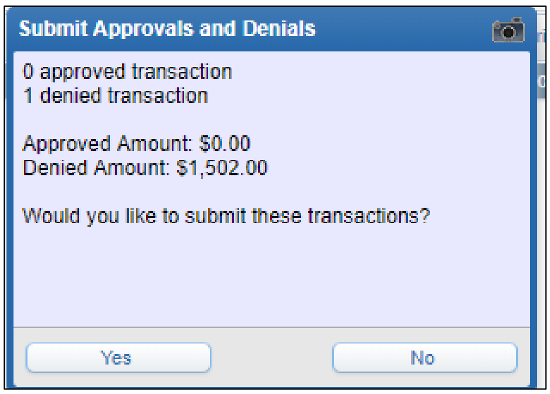


## Submit Approvals and Denials

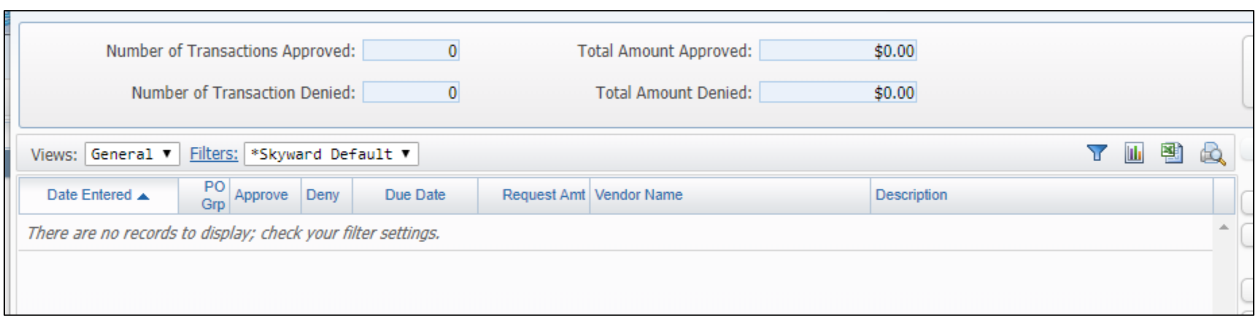
When you are ready to finish the process select the Submit Approvals and Denials button.




A confirmation prompt displays. Select Yes or No accordingly. Selecting Yes will promote the request to the next approval level or complete the approval if at the last level needed.




The record is removed from the user's browse.

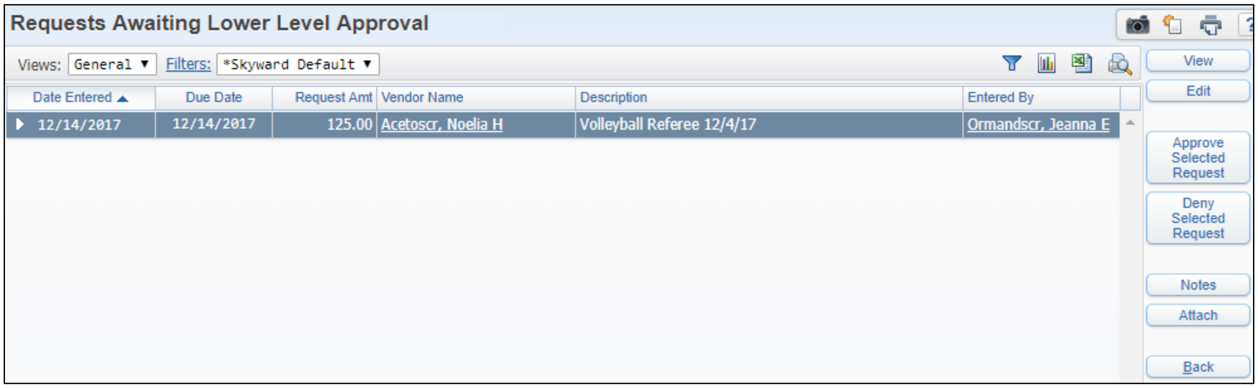



## Requests Awaiting Lower Level Approval

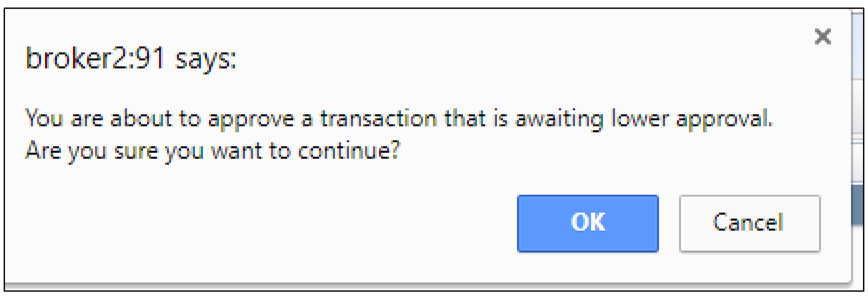
If you are a higher-level approver on a check request, you have the option to view, approve, or deny the request before it reaches your level.

Select the Requests Awaiting Lower Level Approval button.

The Requests Awaiting Lower Level Approval browse opens, which is similar to the previous browse but with button approve or deny functions.




Select to Approve Selected Request or Deny Selected Request. A confirmation prompt will display that this is waiting lower level approval or denial. Select OK to continue and the request will be approved or denied. The request will then be removed from the browse.




## Additional Resources

[Check Request – 6/10/15 (52 min)]