## Revised 8.21.21

## Approving payment requests and PO requests in Self-service

Log in to MyCap and navigate to Financial management. Click on Approve Documents.

Daily Work · Financial Management · Financial Management Overview	
Financial Management Overview	
Approve Documents	Budget to Actuals
Here you can approve a list of financial documents.	Here you can view the financial health of your cost of
Einance Query.	Receive Goods and Services
Here you can query your financial data.	Here you can receive or reject purchase order line it
Budget Development	Procurement
Here you can create and maintain your budget.	Here you can create and maintain your procuremen

Documents to approve will be listed here. Click on the voucher number(1) to be taken to a detail screen.

The attached documentation can be viewed here(2).

Click on the down arrow(3) under line items to see the detail for each line item. If the item will cause an overbudget situation and is allowed, you much check the override budget box(4).

Place a check mark into the Approve box(5) and enter the next approvers name (if more approvals are needed).

Enter a next approver's name if more approvals are needed.

Click Submit(6).

🕑 ellucian.	ط eday	〔→ Sign out	⑦ Help
Daily Work · Financial Management · Approve Documents			
Approve Documents			
Requisitions			
There are no requisitions that require your approval.			
Purchase Orders			
There are no purchase orders that require your approval.			
Vouchers			
Approve Next Approver Voucher / Vendor	ate	Total / Over Budget Amount	Override Budget?
Image: Constraint of the second se	/4/2021	\$250.00 (\$250.00)	
Community Creations, Inc.	/4/2021	\$500.00	0
			6

@ ellucian.			ළ .	eday 🕞 Sign out	⑦ Help
Daily Work · Financial Man	agement · Approve Documents				
Voucher V046414	9				
Status Vendor Maount Maintenance Date Associated Document Attachments	Not Approved 1516674 Sweetwater \$250.00 3/4/2021 2 View 1	Voucher Date Due Date Invoice Number Invoice Date Check Number Check Date AP Type	3/4/2021 3/4/2021 23510 3/4/2021 0001 REGULAR	R A/P	
Internal Comments		Approvers		Арр	roval Date
		🔕 Eileen Day, Dir. Acct. Opera	tions	Await	ing Approval
Line Items 3	Description	Quantity	Price	E	ktended Price
✓ 1	items	10	\$25.0000		\$250.00
Line Items	Description	Quantity	Price	Đ	tended Price
<u>^ 1</u>	items	10	\$25.0000		\$250.00
	<ul> <li>✓ 10-20-211300-63201-00000</li> <li>Tax Codes</li> <li>Invoice Number</li> <li>23510</li> <li>Tax Form/Box No/State</li> <li>Line Item Comments</li> </ul>				

There is now a history tab so that you can see what documents you have approved in the past. You can also filter to get a subset, either for a certain vendor or date range.

Approve Documents				
Approve History				
<b>∀</b> Filter				
Requisitions				
(i) There are no matching requisitions that list you as an approver.				
Purchase Orders				
Purchase Order	Approvers			
P0026358 8/12/2021 Voided CDW GOVERNMENT	Eileen Day, Dir. Acct. Operations 8/12/2021			
P0026296 7/15/2021 Voided CDW GOVERNMENT	Sileen Day, Dir. Acct. Operations 7/15/2021			
K   Page   1   of 1   >				
Vouchers				
Voucher	Approvers			
V0473998 7/29/2021 Reconciled Staples Advantage	Sileen Day, Dir. Acct. Operations 7/29/2021 (+1)			
V0473997 7/29/2021 Paid Staples Advantage	Sileen Day, Dir. Acct. Operations 7/29/2021 (+1)			