



business_overview_loginpageapprovalsomma ry

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If you have at least one approval responsibility in ASCENDER, the Approval Summary is displayed on the ASCENDER homepage with a list of your assigned approval types.

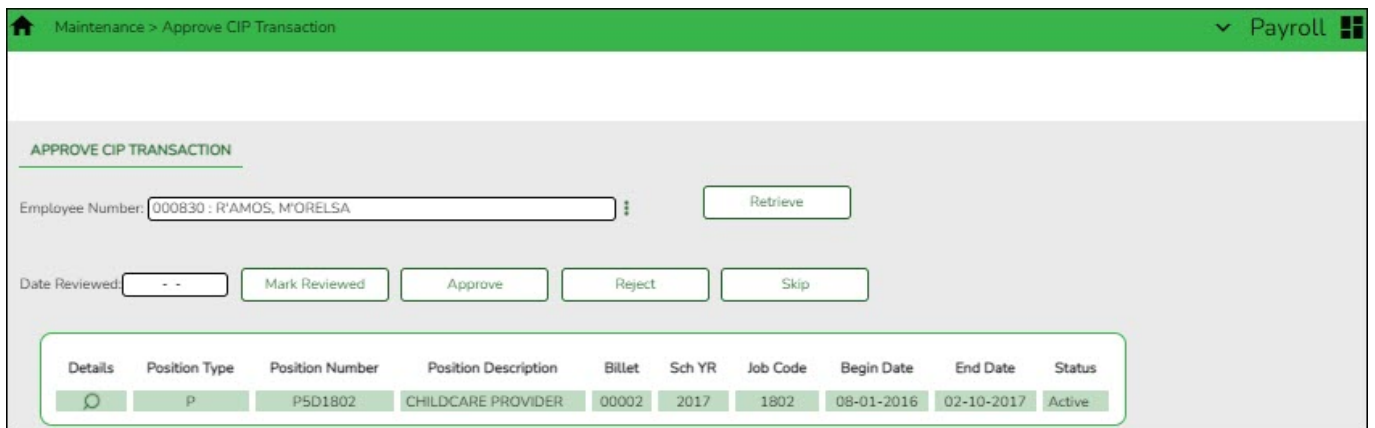
Click [here](#) for a complete list of approval types that are included in the Approval Summary based on your profile.

| | |
|----------------------|--|
| # Pending | Displays the number of pending approval items for the corresponding approval type. |
| ID/Freq | Displays the ID or pay frequency tied to the pending item, if applicable. |
| Approval Type | Displays a link to the page where you have pending approval items. |



In this example, the user has one pending approval item for Payroll > Approve CIP Transaction.

Click the link. The selected page opens in a separate browser window.



Perform the necessary action to satisfy the pending item.

Follow the appropriate steps to completely log out of ASCENDER and then log back in to refresh the page.

Notice that the count under **# Pending** resets to 0 after the item is approved.

Approval Summary

| # Pending | ID/Freq | Approval Type |
|-----------|---------|---|
| 0 | C | Finance > Approve Budget Amendment |
| 0 | 7 | Finance > Approve Budget Amendment |
| 0 | C/4 | Payroll > Approve CIP Transaction |
| 0 | C/5 | Payroll > Approve CIP Transaction |
| 0 | C/6 | Payroll > Approve CIP Transaction |
| 0 | | Payroll > Self-Service Payroll Approval |
| 0 | | Personnel > Self-Service Demographic Approval |
| 0 | C/4 | Position Management > PMIS Payroll Rejections |
| 0 | C/5 | Position Management > PMIS Payroll Rejections |
| 0 | C/6 | Position Management > PMIS Payroll Rejections |
| 0 | | Purchasing > Approve Bundle Requisitions |
| 0 | | Purchasing > Approve Requisitions |
| 0 | | Purchasing > Next Year Approve Requisitions |
| 0 | 1 | Warehouse > Approve Inventory Restock Requisitions |
| 0 | 1 | Warehouse > Approve Warehouse Requisitions |