



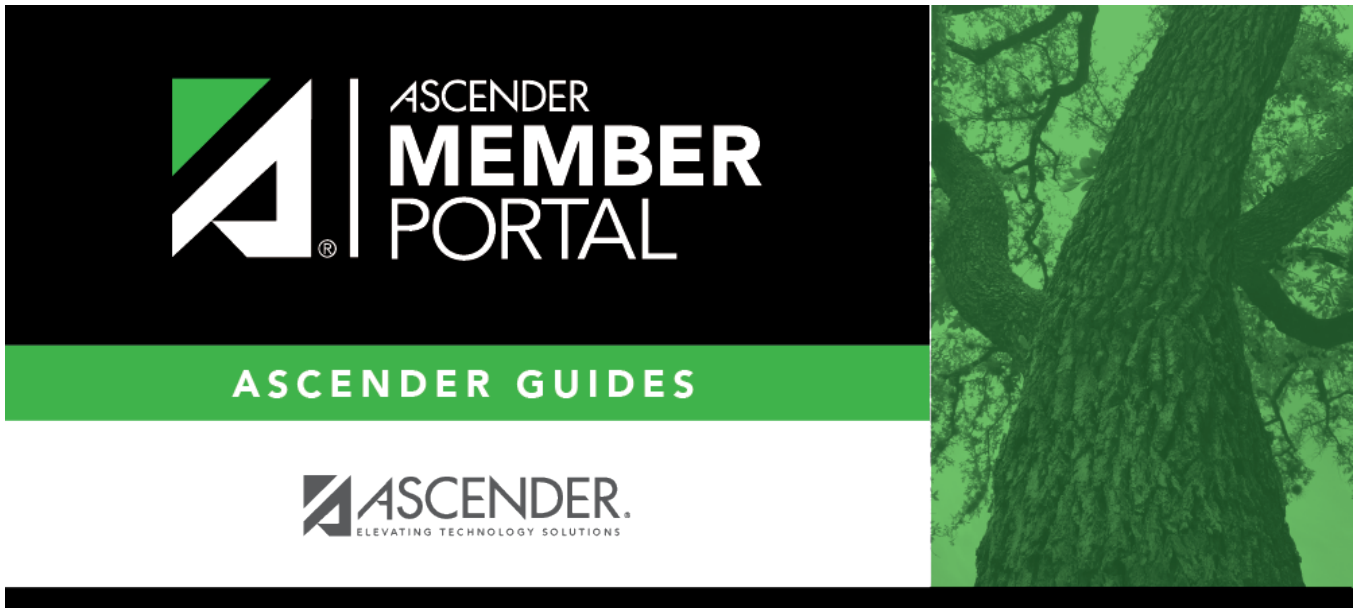


ASCENDER GUIDES



Table of Contents

Doc	If documents exist for the transaction,  is displayed. Click  to open the Document Attachments pop-up and view the existing uploaded documents. The Document Attachments feature in this view is read-only.
Date	The transaction date is displayed.
Type	Displays the transaction type. <ul style="list-style-type: none"> • <i>Budget Adjustment</i> - Budget Adjustment Request • <i>Budget Revision</i> - Budget Revision Request • <i>Original</i> - Original Budget • <i>Periodic</i> - Reimbursement Request • <i>Final</i> - Final Request
Status	Displays the transaction status. <ul style="list-style-type: none"> • <i>Canceled</i> - The transaction was canceled (reversed or voided). • <i>Paid</i> - The reimbursement transaction completed the approval process and is approved and paid. • <i>Pending</i> - The reimbursement transaction completed the approval process and is approved but pending payment. • <i>Posted</i> - The budget amendment transaction completed the approval process and is approved. • <i>Returned</i> - The transaction was returned back to the originator for review during the approval process. • <i>Saved</i> - The transaction was saved but not submitted for approval. • <i>Submitted</i> - The transaction was submitted for approval.
Budget Amount	The transaction budget amount is displayed. If the transaction type is periodic, the budget amount is 0.00.
Reimbursement Amount	The transaction reimbursement amount is displayed. If the transaction type is original or amended, the reimbursement amount is 0.00.
Payment Date	The transaction payment date is displayed. If the transaction type is original or amended, the payment date will be blank.



Back Cover