



**approvaldashboard\_body**




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Upon retrieving the page, a list of all budget revision requests and reimbursement requests awaiting your approval is displayed regardless of the year and grant type.




☐ Use the following fields to narrow your search of pending approvals:

<b>Year</b>	Type a four-digit grant year.
<b>Grant Type</b>	Begin typing the grant type or description. As you type the data, a drop-down list of corresponding data is displayed. Select a grant. If the grant type or description is not known, click  to select a grant from the Grant Types lookup or press the Spacebar to view a list of grant types.

☐ Click  to select the request type (*ALL, Budget Revisions, Reimbursement*).

☐ Click **Retrieve**. A list of pending requests matching your search criteria is displayed if any.

☐ Under **Transaction Pending Approval**:

<b>Select All</b>	Select the top-level check box to select/unselect all transactions. Or, select individual check boxes to only select specific transactions.
<b>Detail</b>	Click  to view additional details for the transaction and any documents attached to the transaction.
<b>Doc</b>	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.
<b>Member</b>	The member county district number and name tied to the transaction are displayed.
<b>Year</b>	The grant year for the transaction is displayed.
<b>Grant ID</b>	The grant ID for the transaction is displayed.
<b>Transaction Date</b>	The transaction date is displayed.
<b>Type</b>	The transaction type is displayed.
<b>Amount</b>	The transaction amount is displayed. This amount includes the sum of all object class amounts for the grant year and ID.
<b>Final Rpt</b>	For reimbursement requests only: If selected, the originator has indicated that the request is the final transaction for the grant year and ID. This field is read-only.

☐ Click **Approve** to approve the request. The approved requests are removed from the list.

- If there are subsequent approvers in the workflow, the transaction will continue to the next approver.
- If you are the last approver in the approval workflow and you approve the transaction, the transaction status is updated to *Posted*. If **Final Report** is selected for a reimbursement request, then the **Final Report Processed Indicator** is automatically selected for the **Grant Year** and **Grant ID** on the Grant Maintenance tab.

☐ Click **Return** to return the request to the originator. The returned requests are removed from the list.



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