

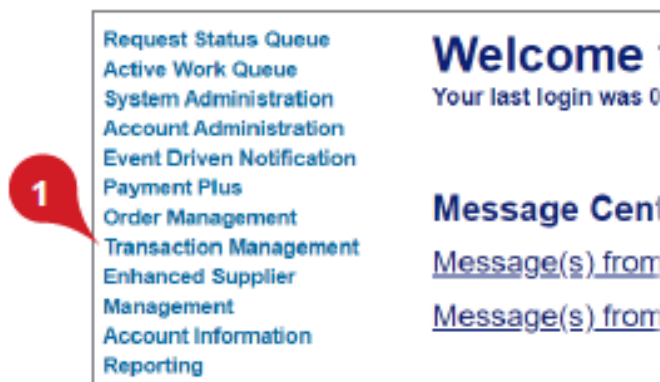
# US BANK MANAGER TRANSACTION APPROVAL PROCESS

**APPROVAL MANAGER IS THE PERSON THAT HAS BUDGETARY RESPONSIBILITY FOR YOUR DEPARTMENT. IF YOU ARE NOT SURE WHO THIS IS, PLEASE ASK YOUR IMMEDIATE SUPERVISOR**

Log into US Bank at

<https://www.access.usbank.com/cpsApp1/AxolPreAuthServlet/logout.do?requestCmdId=logoutSuccess>

Our Organization Short Name is WASHU. You will then use your User ID and password for US Bank and login. Please follow the process below. The last approver should be the Department FOAPAL reviewer.



1. Select the Transaction Management high-level task.

2

**[Manager Approval Queue](#)**

View, approve, reject, and reallocate transactions

**[Manager Approval History](#)**

View and pull back transactions previously approved

2. Click the **Manager Approval Queue** link.

3

Transactions | Payment Requests

The following transactions are awaiting your approval. You can filter transactions by using any of the search criteria.

**Billing Cycle End Date:** All

**Approval Status:** All

**Cardholder Approver:** All

**Last Approver:** All

**Pending Approver:** All

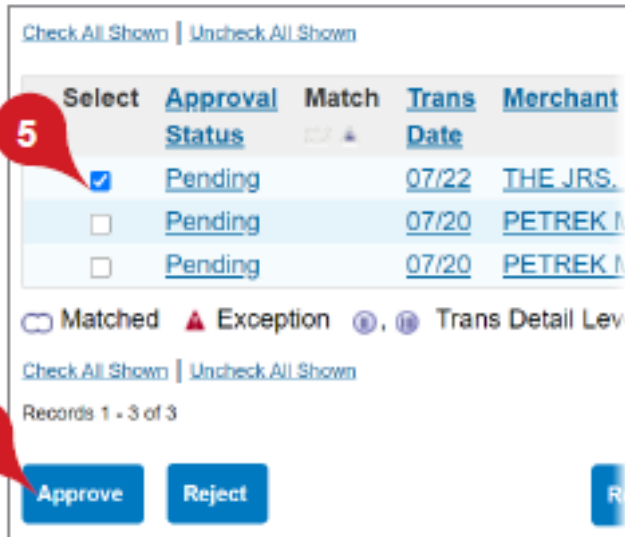
Display 25 Transactions per page

Search Reset

4

3. Specify search criteria.
4. Click the **Search** button.

**BEFORE APPROVING, PLEASE VALIDATE THAT THE FOAPAL IS CORRECT FOR EACH TRANSACTION.**



5. Select the transaction's check box.
6. Click the Approve button.

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**NOTE ON HOW TO REJECT A TRANSACTION:**

As an approval manager, you can also reject a transaction.

**Transaction Management: Reject Approval Status**

Home | Settings | Manage Approval | Transaction | Manage Approval

Requirements must necessarily complete.

Transaction | Summary

The following transactions are awaiting your approval. Filter by clicking the checkboxes for details of the search criteria.

Billing Cycle End Date: Approval Status: Transaction Amount: [Dropdown] [Dropdown] [Text Input]

Cardholder Approval: Last Approval: Order Match Status: [Dropdown] [Dropdown] [Dropdown]

Pending Approval: [Dropdown]

Display 21 Transactions per page

Search [Text Input] [Button]

Please select the transactions you would like to approve, reject, or add back to the approval bucket. Note: You cannot do any of these actions on the page, and approval transactions are not available for rejection.

If you would like to reject or add back transactions, you must reject the transaction in the status, then in Accounting Console.

Home | Settings | Manage Approval

Select	Approval Status	Match Data	Trans Date	Merchant	Order ID	Amount	Level	Account Number	Secondary Approval	Last Approval	Pending Approval	Advertiser	Context	Accounting Code
<input type="checkbox"/>	Pending	0001	1/10/2018	WALGREENS	80-400006-FL	\$87.28	0	4001	PULLIS-ANDERSON, TONY	ANDERSON, PENEY	ANDERSON, PENEY	0	0	0-443238851
<input type="checkbox"/>	Pending	0001	1/10/2018	WALGREENS	80-400006-FL	\$87.28	0	4001	PULLIS-ANDERSON, TONY	ANDERSON, PENEY	ANDERSON, PENEY	0	0	0-443238851
<input type="checkbox"/>	Pending	0100	1/10/2018	WALGREENS	11-202004-PA	\$30.15	0	4001	PULLIS-ANDERSON, TONY	ANDERSON, PENEY	ANDERSON, PENEY	0	0	0-443238851
<input type="checkbox"/>	Pending	0100	1/10/2018	WALGREENS	11-202004-PA	\$30.15	0	4001	PULLIS-ANDERSON, TONY	ANDERSON, PENEY	ANDERSON, PENEY	0	0	0-443238851
<input type="checkbox"/>	Pending	0100	1/10/2018	WALGREENS	11-202004-PA	\$30.15	0	4001	PULLIS-ANDERSON, TONY	ANDERSON, PENEY	ANDERSON, PENEY	0	0	0-443238851
<input type="checkbox"/>	Pending	0100	1/10/2018	WALGREENS	11-202004-PA	\$30.15	0	4001	PULLIS-ANDERSON, TONY	ANDERSON, PENEY	ANDERSON, PENEY	0	0	0-443238851
<input type="checkbox"/>	Pending	0100	1/10/2018	WALGREENS	11-202004-PA	\$30.15	0	4001	PULLIS-ANDERSON, TONY	ANDERSON, PENEY	ANDERSON, PENEY	0	0	0-443238851
<input type="checkbox"/>	Pending	0100	1/10/2018	WALGREENS	11-202004-PA	\$30.15	0	4001	PULLIS-ANDERSON, TONY	ANDERSON, PENEY	ANDERSON, PENEY	0	0	0-443238851
<input type="checkbox"/>	Pending	0100	1/10/2018	WALGREENS	11-202004-PA	\$30.15	0	4001	PULLIS-ANDERSON, TONY	ANDERSON, PENEY	ANDERSON, PENEY	0	0	0-443238851
<input type="checkbox"/>	Pending	0100	1/10/2018	WALGREENS	11-202004-PA	\$30.15	0	4001	PULLIS-ANDERSON, TONY	ANDERSON, PENEY	ANDERSON, PENEY	0	0	0-443238851

1 [Red Callout]

2 [Red Callout]

Reject [Button] [Button] [Button] [Button]

To reject a transaction:

1. Select the check box in the *Select* column for the transaction you want to reject.
2. Click the *Reject* button. The *Transaction Management: Reject Transaction(s)* screen displays.

**Transaction Management**  
Reject Transaction(s)

\* = required

**Summary of Transactions to be Rejected**  
Number of Transactions: 2  
Total Dollar Amount: \$1,360.64

**Rejection Reason\***  
Please select at least one reason why you are rejecting these transactions.

**3**  Incorrect accounting code allocation (Request for user to change allocation)

**Incorrect approver sequence / additional approval needed (Request for user to forward the transaction(s) to appropriate approver(s) in the proper sequence)**

Incorrect or insufficient transaction comment information

Incorrect or not enough user line item data

Unauthorized / non-preferred vendor

Incorrect match **4**

Other:

**Rejection Destination\***

Please select the person you would like to reject (send) these transactions to.

**5a**  Reject each transaction to its cardholder account

**5b**  **Reject each transaction to its previous approver** **5d**

Reject all transactions to an approver: ANDERSON, PENNY [Switch Approver](#)

**5c**

3. Select the appropriate *Reject Reason* check box(es).

4. If you selected the *Other* check box, then type comments.

**Tip!** If you select the *Other* check box, then you must type comments. You can also select more than one reject reason. Add comments to any rejection by selecting *Other* as well and typing comments.

5. Select the appropriate *Rejection Destination* radio button:

- a. Select the *Reject each transaction to its cardholder account* to send the transaction (or each transaction in the selected group) back to the cardholder.

**Tip!** If you selected a group of transaction, and select to send the transactions back to their cardholders, each transaction in the group will go back to the original cardholder. For example, if you selected three transactions from Rosa Alvarez and one transaction from Lars Andersen, and rejected all four for incorrect allocation, the system sends Rosa's transactions to Rosa and Lars's transaction to Lars. The same principle applies for sending transactions back to their previous approval managers.

- b. Select the *Reject each transaction back to its previous approver* radio button to send the transaction (or each transaction in a group) back to the previous approval manager.
- c. Select the *Reject all transactions to an approver* radio button to send all the transactions back to a specific approver.

–Or–

- d. Click the **Switch Approver** link to select a different approval manager (not necessarily the previous approval manager).
- e. Repeat the steps for selecting an approval manager in *View and approve transactions* on page 30. When you are done, the approval manager's name displays.

**Unauthorized / non-preferred vendor**

**Incorrect match**

**Other:**

**Rejection Destination\***

Please select the person you would like to reject (send) these transactions to.

**Reject each transaction to its cardholder account**

**Reject each transaction to its previous approver**

**Reject all transactions to an approver:** ANDERSON, PENNY [Switch Approver](#)

**6**

- 6. Click the **Reject** button. The *Transaction Management: Manager Approval Queue* screen displays a confirmation message and the transaction is no longer in your approval queue.

Transaction Management  
Manage Approval Queue

Message has been successfully completed.

The following transactions are awaiting your approval. Filter the pending transactions by using any of the search criteria.

Display 25 Transactions per page

Please search for transactions you would like to approve, reject or withdraw and check the appropriate action field. An approver can only be done on the selected transactions on this page, not against all transactions on a page.

If you would like to view or modify specific transaction data please click on the transaction's approval status. Data is accurate as of 10/10/2018 10:00:00 AM.

SELECT	APPROVE	REJECT	WITHDRAW	APPROVAL	STATUS	AMOUNT	CURRENCY	DATE	DESCRIPTION	FROM	TO	APPROVAL	APPROVAL	APPROVAL	APPROVAL
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0001	EXTRADIVIDENDPAYOUT	80665.00	USD	10/10/2018	PAUL SAUNDERS	PAUL SAUNDERS	ANDERSON PENNY	ANDERSON PENNY	ANDERSON PENNY	ANDERSON PENNY	ANDERSON PENNY
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0001	AMOUNT ADJUSTMENT	1000.00	USD	10/10/2018	PAUL SAUNDERS	PAUL SAUNDERS	ANDERSON PENNY	ANDERSON PENNY	ANDERSON PENNY	ANDERSON PENNY	ANDERSON PENNY
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0001	W/ DRAWN	1000.00	USD	10/10/2018	PAUL SAUNDERS	PAUL SAUNDERS	ANDERSON PENNY	ANDERSON PENNY	ANDERSON PENNY	ANDERSON PENNY	ANDERSON PENNY
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0001	EXTRADIVIDENDPAYOUT	1000.00	USD	10/10/2018	PAUL SAUNDERS	PAUL SAUNDERS	ANDERSON PENNY	ANDERSON PENNY	ANDERSON PENNY	ANDERSON PENNY	ANDERSON PENNY

Page 1 of 1

Approve Reject Withdraw

Note the confirmation message.

After you reject a transaction, it no longer displays in your approval queue.

*Learn more:* If another approval manager pulls back the transaction before you complete your approval action, then an error message displays, explaining why you were unable to reject the transaction.

## END OF TRANSACTION REJECTION, RESUME THE PROCESS

Transaction Management  
Approve Transaction(s)

1 Transaction(s) to Approve

I want to forward these transaction(s) for further approval to:

ANDERSON, PENNY (User ID: PA1ADMIN) [Select Approver](#)

- Click Submit if you do not need to select another approver.
- If you need to forward the transaction to another approver, click the Select Approver radio button and click the corresponding link.

**Search & Select an Approver**

Enter the approver's full or partial name, or leave blank:

**9** Last Name:  First Name:

**10**

Please select an approver from the results list below.

Records 1 - 1 of 1

Select	Approver Name	Email Address
<input checked="" type="radio"/>	APPLEBAUM, JOEL	JOEL.APPLEBAUM@

Records 1 - 1 of 1

Set selection as your default approver

9. Specify a last name and/or first name.
10. Click the Search button.
11. Select approver's radio button.



## QUESTIONS??? EMAIL PURCHASING AT

[purchasing@washburn.edu](mailto:purchasing@washburn.edu)

(if your approver is not on the list for you to select from, please email Purchasing at the above email with the name of your approver and Purchasing will get them added)