AP.080.030 - MONITOR APPROVALS - APPROVING PAYMENT REQUESTS

Purpose	To Approve a Payment Request using the Modify Approvals page.
Description	The Monitor Approvals page allows Payment Request Administrators to view approvals to which they have access, as well as take necessary actions on pending approvals such as searching approval processes, performing mass reassignments, and/or add additional Approvers to workflow. This topic demonstrates how the Payment Request Administrator can view approval workflow and use the Monitor Approvals page to Approve a Payment Request to expedite workflow.
Security Role	**BOR_PR_ADMINXX** (Payment Request Administrator Role)
Dependencies/ Constraints	None
Additional Information	As Approvers retire, leave the institution or change departments/positions within the institution, Approver Assignments must be updated to reflect a new approver for the department and/or project. Otherwise, Payment Requests could be 'stuck' in approval workflow, requiring the intervention by the Payment Request Administrator.

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Procedure

Below are step by step instructions on how to use monitor approvals for Payment Requests.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Menu** icon.
3.	Click the **Enterprise Components** link.
4.	Click the **Approvals** link.
5.	Click the **Approvals** link.
6.	Click the **Monitor Approvals** link. The system navigates to the Monitor Approvals page.
7.	Select "PaymentRequestApproval" in the **Approval Process** field by clicking on the magnifying glass. **Note:** *A list of approval processes available is determined by the administrator role associated with the approval process definition.*
8.	Enter the Business Unit in the **Definition ID** field.
9.	Select "Pending" from the **Header Status** drop-down menu to search for Payment Request pending approval. **Note:** *Searching can be done by Header Status or Approver, but not both.* *Select Header Status to view or take action on Payment Requests in a specific approval process state, such as Approved, Complete, Pending, etc.* *Select an approver to view or take action on an approval processes for a specific approver this field is required.* *Enter additional search criteria, as needed, in the remaining fields to narrow search results, such as Originator or Requester User ID.*
10.	Select **Search**. This produces a list of Payment Requests pending approval.
11.	Scroll down to view **Approval Process: Payment Request** results box.
12.	Filter the results based on criteria entered or scroll through list to locate a Payment Request to view.

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Step	Action
13.	Users can either take action on an individual Payment Request or on multiple Payment Requests by following one of the options below. • **For individual Payment Request process:** Proceed to Step 14. • **For multiple Payment Requests:** Proceed to Step 21.
14.	Click on a Payment Request ID to view the Payment Request. The system navigates to the Monitor Approvals page for that Payment Request.
15.	Verify the current Approver's name is entered in the Approver dropdown menu at the top of the page.
16.	Enter a comment in the **Comment** field to explain why the Payment Request is being approved.
17.	Navigate to the Administrative Approve/Deny box.
18.	Select the **Approve** button.
19.	Once the approval process is complete, Workflow updates.
20.	Click the **Return** link to return to the Monitor Approvals page. End of Procedure. All remaining steps pertain to other options.
21.	To approve multiple Payment Requests, select the checkbox by one or multiple Payment Requests that require approval.
22.	Navigate to the Administrative Actions box and enter the current **Approver's Oper ID** in the Administrative Actions box.
23.	Enter a comment in the **Comment** field to explain why the Payment Request is being approved.
24.	Select **Approve Selected** button in the Administrative Actions box.
25.	Click **OK** when successful.