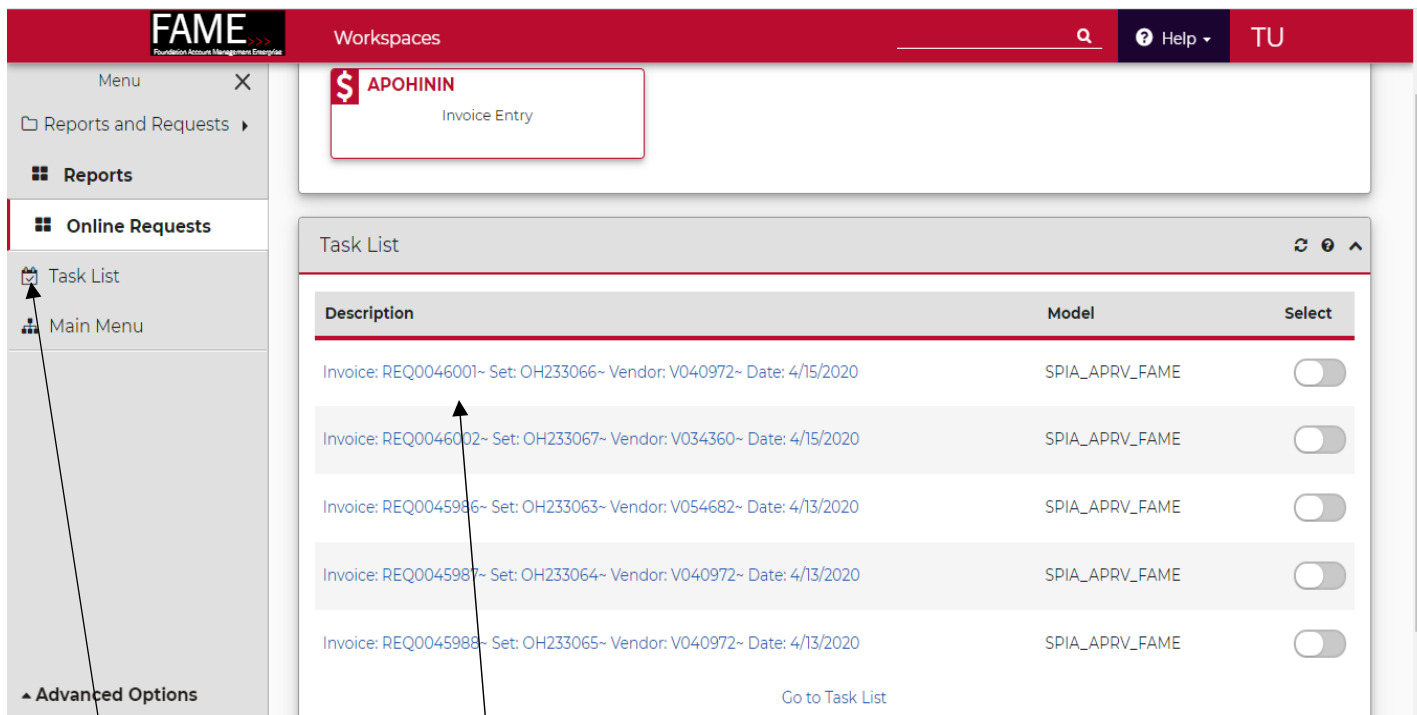


Approving online Check Request in the UGAF FAME System:

Step 1. Navigating the Home Screen: To approve a pending UGAF request in the FAME system, approvers will need to log into their Task List within FAME. This can be accomplished by clicking on the link in the approvals pending system email or by logging into the FAME Workspace.



Description	Model	Select
Invoice: REQ0046001~ Set: OH233066~ Vendor: V040972~ Date: 4/15/2020	SPIA_APRV_FAME	<input type="checkbox"/>
Invoice: REQ0046002~ Set: OH233067~ Vendor: V034360~ Date: 4/15/2020	SPIA_APRV_FAME	<input type="checkbox"/>
Invoice: REQ0045986~ Set: OH233063~ Vendor: V054682~ Date: 4/13/2020	SPIA_APRV_FAME	<input type="checkbox"/>
Invoice: REQ0045987~ Set: OH233064~ Vendor: V040972~ Date: 4/13/2020	SPIA_APRV_FAME	<input type="checkbox"/>
Invoice: REQ0045988~ Set: OH233065~ Vendor: V040972~ Date: 4/13/2020	SPIA_APRV_FAME	<input type="checkbox"/>

Step 1. Continued: Once logged into the workspace, approvers will need to log into their task list by clicking on the task list icon or through the Online Request page. Clicking on any of the requests within this page will take the approver to that record within their task list.



Step 2. Task List: The task list displays all pending requests assigned to the approver. From this screen, approvers can select a request to bring up the request details for review. *Please note the search bar which can be used to quickly locate a specific request number

UGA FAME
Foundation Account Management Enterprise

Task List

Your Tasks - SPA Check Approvals -

Help TU

Out Office

Search

Show: Pending + Holds Pending Holds

Sort By: Invoice Set Vendor Date

Invoice: REQ0045986	Set: OH233063	Vendor: V054682	Date: 4/13/2020	<input type="checkbox"/>
Invoice: REQ0045987	Set: OH233064	Vendor: V040972	Date: 4/13/2020	<input type="checkbox"/>
Invoice: REQ0045988	Set: OH233065	Vendor: V040972	Date: 4/13/2020	<input type="checkbox"/>
Invoice: REQ0046001	Set: OH233066	Vendor: V040972	Date: 4/15/2020	<input type="checkbox"/>
Invoice: REQ0046002	Set: OH233067	Vendor: V034360	Date: 4/15/2020	<input type="checkbox"/>
Invoice: REQ0046011	Set: OH233071	Vendor: V999999	Date: 4/17/2020	<input type="checkbox"/>
Invoice: REQ0046013	Set: OH233073	Vendor: V040972	Date: 4/17/2020	<input type="checkbox"/>



Step 3. Review Request Details:

Once a request is selected in the Task List, approvers will get an overview page with the details of that request.

Step 3. Continued: From this screen, approvers can see who created the request, the payee information, amount, and fund in which will incur the expense. Also available is the business purpose of the request and line details. *Note the excerpt from the fund agreement can also be found at the bottom of this page.

UGA FAME Foundation Account Management Enterprise Task List

Your Tasks SPIA Check Approvals

Show: Pending + Holds Pending Holds

Sort By: Invoice Set Vendor Date

Invoice: REQ0046001 Set: OH233066 Vendor: V040972 Date: 4/15/2020

Details Attachments History [Link To Record](#)

Invoice Creator - TEST USER - AUDITOR VIEW

Invoice Number = REQ0046001 Batch ID = OH233066
 Invoice Total\$ = 1000.00
 User Inv Total = 1000.00
 Entry Date = 4/15/2020
 Vendor = V040972 - PAPA JOHN'S PIZZA
 DEPT 771108
 CHICAGO,IL 60677-1001

PayType	Stat	Fund	Object	Description	Reference	Amount	Tax	RelCd	Misc	Fund Desc	Chart Field 1
CHK	DS	90042000-64200		CATER STUDENT SEM LUNCH	INVOICE 123	1000.00		/		SPIA General Std Organ Support	

Business Purpose
 =====
 STUDENT TEACHING SEMINAR LUNCH ON APRIL 1ST



Step 3. Continued: From this page users can also select and review any attachments included in the request by clicking on the attachments tab.

Users may also click on the history tab to see the associated workflow and any comments from other approvers.

The screenshot displays the UGA FAME 'Task List' interface. At the top, there is a search bar containing 'req0046001' and filter options for 'Show' (Pending + Holds) and 'Sort By' (Invoice, Set, Vendor, Date). Below the search bar, a summary bar shows 'Invoice: REQ0046001', 'Set: OH237066', 'Vendor: V040972', and 'Date: 4/15/2020'. A navigation bar contains tabs for 'Details', 'Attachments', and 'History', with 'Attachments' selected. A 'Link To Record' button is also present. Below the tabs is a table with the following data:

Doc Id	Attach Id	Created	Documents	Description
1660271	APOHININ	4/15/2020 1:30:45 PM	1	REQ0048001 INVOICE



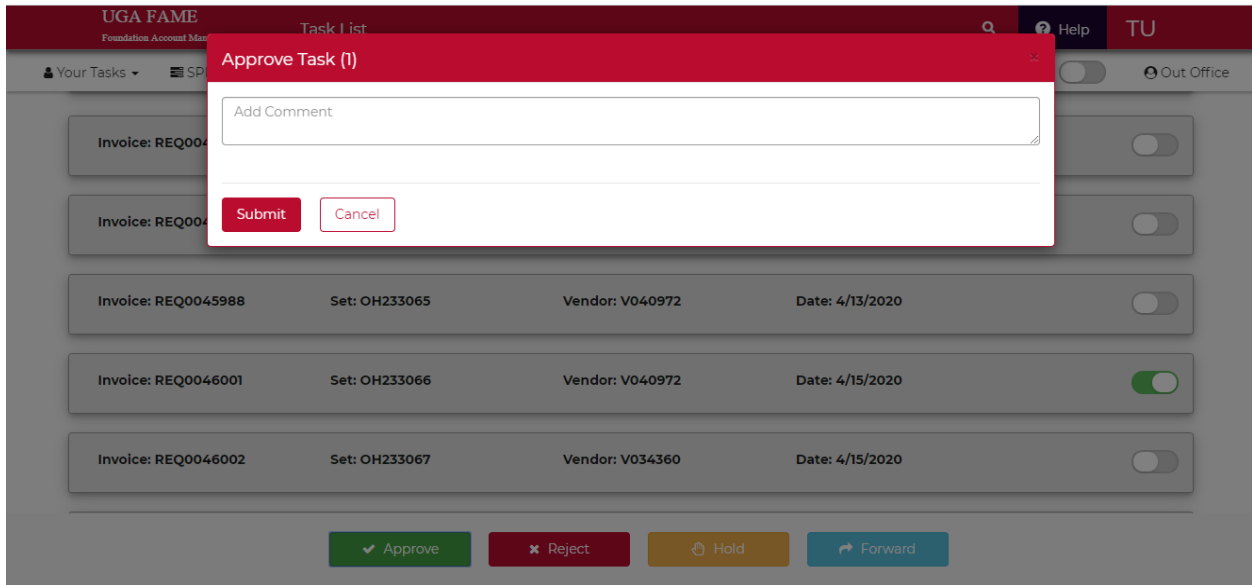
Step 4. Approving a Request: Once a request is reviewed and ready to approve, approvers can select the approval tab. This tab will be at the end of the record and can be selected for an individual request or for an entire batch.

The screenshot shows the UGA FAME Task List interface. At the top, there is a red header with 'UGA FAME' and 'Foundation Account Management Enterprise'. Below the header, there is a navigation bar with 'Your Tasks' and 'SPIA Check Approvals'. The main content area displays a list of requests, each with a row of information: Invoice number, Set number, Vendor number, and Date. To the right of each row is a toggle switch. The fourth row has a green toggle switch, indicating it is selected for approval. Below the list, there are four action buttons: 'Approve' (green), 'Reject' (red), 'Hold' (orange), and 'Forward' (blue). Arrows point from the text boxes to the toggle switch and the 'Approve' button.

Invoice	Set	Vendor	Date	Approval Status
REQ0045986	OH233063	V054682	4/13/2020	Off
REQ0045987	OH233064	V040972	4/13/2020	Off
REQ0045988	OH233065	V040972	4/13/2020	Off
REQ0046001	OH233066	V040972	4/15/2020	On
REQ0046002	OH233067	V034360	4/15/2020	Off

Step 4. Continued: Once a tab is selected, the approver will be prompted with the following options. Once an option is selected, Approvers will receive a comment box for any needed comments.

Step 4. Continued: Once an approval option is selected, Approvers will receive a comment box for any needed comments. *It is suggested that rejections always include a comment as to why a request was returned to the initiator.



Step 4. Complete: Once a comment is added and the approval submitted. Approvers will receive a system notification that the task was successful and will be removed from the approvers pending tasks. The initiator will receive a notification whenever their invoice receives final approval or has been rejected for edits.

