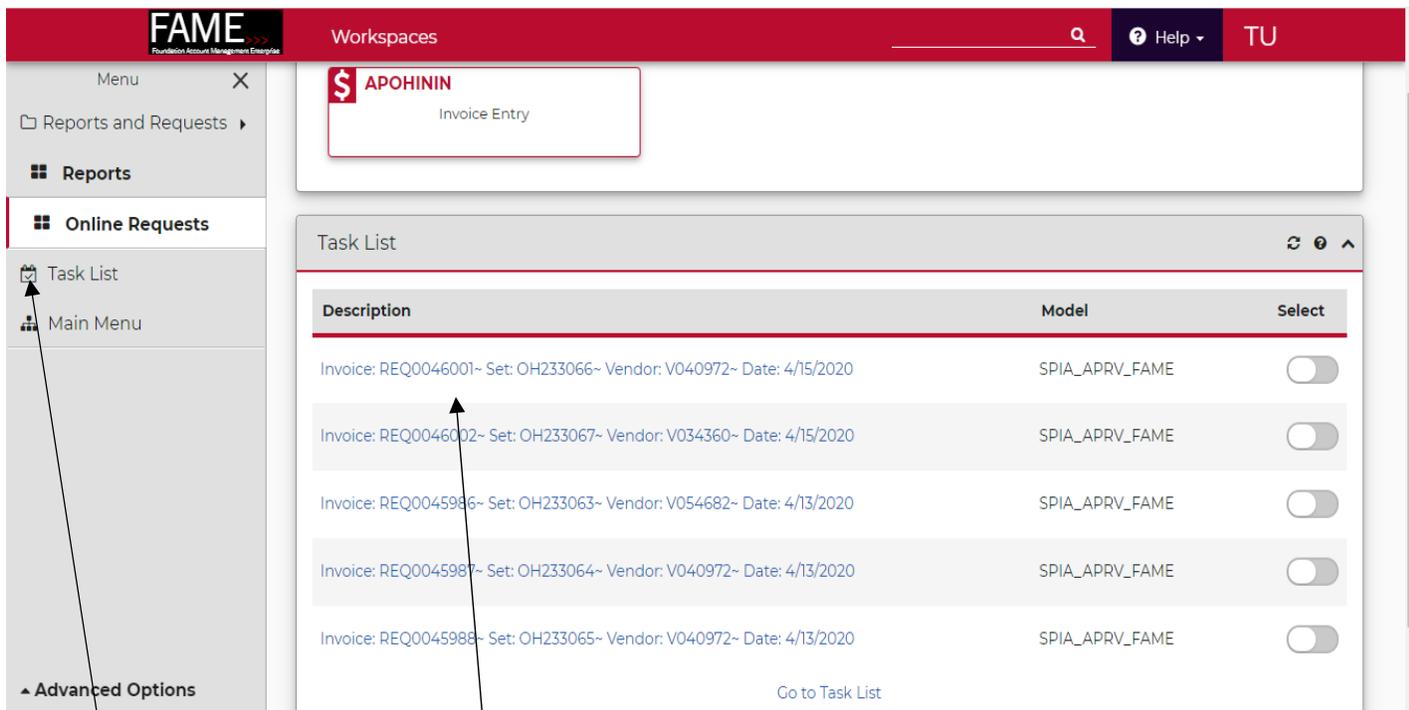


Approving online Check Request in the UGAF FAME System:

**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.



The screenshot displays the FAME (Foundation Account Management Enterprise) system interface. At the top, there is a red navigation bar with the 'FAME' logo, 'Workspaces', a search icon, a 'Help' dropdown, and the user initials 'TU'. Below this, a sidebar on the left contains a 'Menu' with options like 'Reports and Requests', 'Reports', 'Online Requests', 'Task List', and 'Main Menu'. The 'Task List' option is highlighted. The main content area shows a workspace for 'APOHININ Invoice Entry'. Below that, a 'Task List' table is visible with the following data:

| 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"/> |

At the bottom right of the interface, there is a link labeled 'Go to Task List'.

**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 shows the UGA FAME Foundation Account Management Enterprise interface. The top navigation bar includes 'UGA FAME', 'Task List', a search icon, 'Help', and 'TU'. Below the navigation bar, there are user-specific options like 'Your Tasks' and 'SPIA Check Approvals'. A search bar contains the text 'req0046001'. Below the search bar, there are filters for 'Show' (Pending + Holds, Pending, Holds) and 'Sort By' (Invoice, Set, Vendor, Date). A summary bar displays 'Invoice: REQ0046001', 'Set: OH237066', 'Vendor: V040972', and 'Date: 4/15/2020'. Below this, there are three tabs: 'Details', 'Attachments', and 'History'. A 'Link To Record' button is also present. The main content area 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.

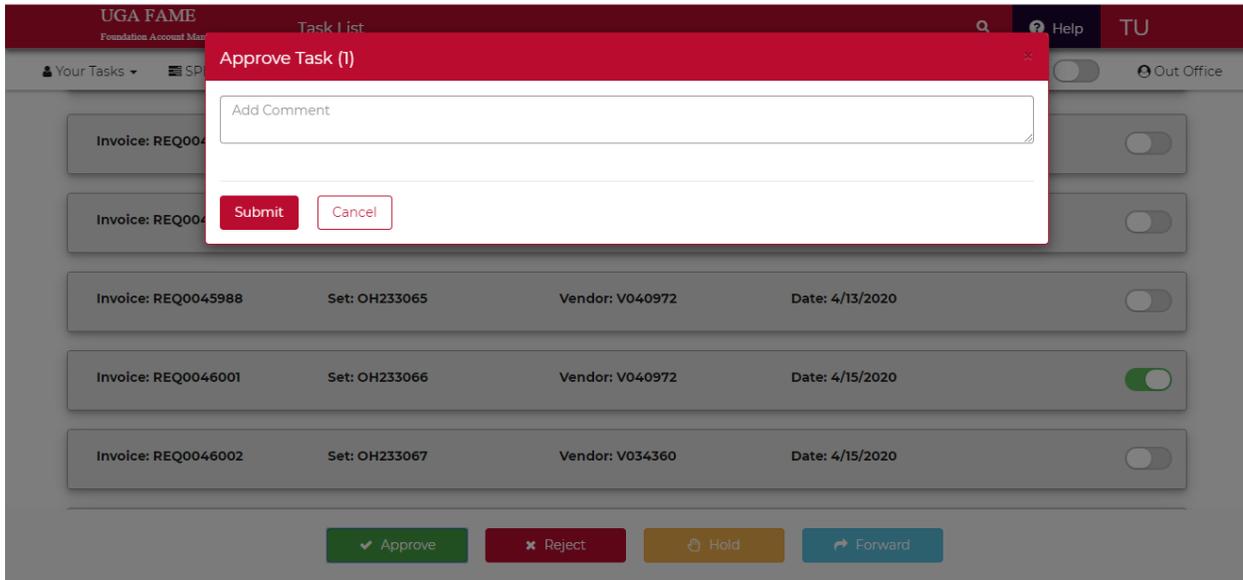
The screenshot shows the UGA FAME Task List interface. The header includes 'UGA FAME Foundation Account Management Enterprise' and 'Task List'. Below the header, there are navigation options like 'Your Tasks' and 'SPIA Check Approvals'. The main content area displays a list of requests, each with fields for Invoice, Set, Vendor, and Date, and a toggle switch for approval. The fourth request is selected, and its toggle switch is turned on. Below the list, there are four action buttons: 'Approve', 'Reject', 'Hold', and 'Forward'. An arrow points from the 'Approve' button to the 'Approve' tab of the selected request.

| Invoice    | Set      | Vendor  | Date      | Approval                            |
|------------|----------|---------|-----------|-------------------------------------|
| REQ0045986 | OH233063 | V054682 | 4/13/2020 | <input type="checkbox"/>            |
| REQ0045987 | OH233064 | V040972 | 4/13/2020 | <input type="checkbox"/>            |
| REQ0045988 | OH233065 | V040972 | 4/13/2020 | <input type="checkbox"/>            |
| REQ0046001 | OH233066 | V040972 | 4/15/2020 | <input checked="" type="checkbox"/> |
| REQ0046002 | OH233067 | V034360 | 4/15/2020 | <input type="checkbox"/>            |

Approve Reject Hold Forward

**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.

