Approving/Denying Transactions

Overview

Those who have taken the FASIS Deployed Funding course and have received authorization to act as a Payroll Transaction Approver or School Approver will be able to approve or deny transactions before the published Deployment Deadline.

Navigation

To view active transactions that require your approval, click the WORKLIST link in the top right corner of FASIS Administration:

The Worklist

Upon clicking the WORKLIST link, a screen will appear showing all of the items currently awaiting approval by you.

<table>
<thead>
<tr>
<th>Worklist for TRNFTAS: Deployment (PTA) Student 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>King, Linda Kaye</td>
</tr>
<tr>
<td>King, Linda Kaye</td>
</tr>
<tr>
<td>Deployment (Enterer) Teacher</td>
</tr>
<tr>
<td>Deployment (Enterer) Stad 11</td>
</tr>
<tr>
<td>Deployment (Enterer) Stad 11</td>
</tr>
</tbody>
</table>

Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM</td>
<td>The person who last worked the transaction, either as a Data Enterer or Approver.</td>
</tr>
<tr>
<td>DATE FROM</td>
<td>The date this transaction was sent to you for approval.</td>
</tr>
<tr>
<td>WORK ITEM</td>
<td>The type of transaction that needs approving.</td>
</tr>
<tr>
<td>WORKED BY ACTIVITY</td>
<td>The page or function in FASIS that was used to submit the transaction.</td>
</tr>
<tr>
<td>PRIORITY</td>
<td>This field is not used.</td>
</tr>
</tbody>
</table>

Note: If you have a long list of approvals, you can use the “Work List Filters” drop-down box above the worklist to show only a specific Work Item type.
Click this link to review and approve or deny the transaction. Note that the first part of the link will be either a Position Number (for funding changes) or an Employee ID (for journal entries). This makes it easy to identify or search for a specific transaction using your browser’s search function.

These buttons are not in use and will be disabled.

The button at the bottom of the worklist will refresh your entire worklist to its most recent state.

**Sorting the Worklist:** Your Worklist can be sorted by From, Date From, or Priority by clicking on the appropriate column heading.

**Disappearing Worklist Items:** Many items on your worklist may appear on others’ worklists as well -- for example, a funding transaction will be sent to both the Primary and Backup PTA’s worklist. If one of the other approvers acts on the transaction before you do, the item will disappear from your worklist as it no longer requires your action.

**Acting on a Worklist Item – Position Funding**

All funding transactions on your worklist will have a **Work Item** type of “Approve Funding FN.”

**Procedure**

1. Click on the WORKLIST link in the top right corner of FASIS.
2. On your Worklist, click the link next to the Position Funding entry you wish to review.
3. You will see the funding as entered by the Data Enterer:

![Funding Transaction Example](image)
4. In the **Approval Action** drop-down box next to each pending funding line, choose “Approve” or “Deny.”

**Important Notes:**
1) For a transaction with multiple pending funding lines, you must approve or deny all pending lines, even if the funding does not belong to you.
2) The funding lines that need to be approved or denied will have an active **Approval Action** drop-down box and will have an **Approval Status** of “P”. Lines that do not have an approval status and have an inactive drop-down box do not need to be approved. (In the above example, action only needs to be taken on the first and third lines.)
3) You must assign the same action to each active line of funding – you must either approve all or deny all.
4) Leaving a blank **Approval Action** for an active line of funding, or mixing up approvals and denials for the same transaction, will result in the entire transaction getting “lost.”
5) You cannot modify the transaction; you can only approve or deny. If something needs to be changed, this entry should be denied; a new one can then be re-entered the next day by you or the original Data Enterer.

5. After approving or denying all pending lines, click **Save**.

6. **If you are working as a PTA and have APPROVED the funding**, you will receive a message that the transaction will be routed for School Approval; click **OK**.

   **If you are working as a PTA and have DENIED the funding**, your transaction will be saved, the “Approval Status” of the pending lines will be updated to “D”, and the Data Enterer will receive an email that the transaction has been denied. *It will not be sent for any additional PTA or School Approval.* The transaction can be re-entered the following day.

   **If you are working as a School Approver and have APPROVED the funding**, your transaction will be saved and the “Approval Status” of the pending lines will be updated to “A”. This transaction is complete and will now be processed on the next General Ledger run.

   **If you are working as a School Approver and have DENIED the funding**, your transaction will be saved and the “Approval Status” of the pending lines will be updated to “D”. The Data Enterer will receive an email that the transaction has been denied; it will be open for re-entry the next day.

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**Acting on a Worklist Item – Journal Entries**

All journal entries will first be sent to the Payroll Office for approval. After Payroll approves the journal, it will be sent to the PTAs according to the standard workflow process. Journal entries will appear on your worklist as “Approve Journal FN.”

<table>
<thead>
<tr>
<th>Procedure</th>
</tr>
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<tbody>
<tr>
<td>1. Click on the <strong>WORKLIST</strong> link in the top right corner of FASIS.</td>
</tr>
<tr>
<td>2. On your Worklist, click the link next to the Journal Entry you wish to review.</td>
</tr>
</tbody>
</table>
3. You will see the journal as entered by the Data Enterer:

![Journal Entry Image]

4. In the **Appr Act** drop-down box, choose “Approve” or “Deny.”
   If you are denying, enter a short explanation in the **Reason Denied** box.

5. Confirm the number of parts in this journal by checking the top blue “Journal Entry” scroll bar:

![Scroll Bar Image]

   If you are working on an entry that is more than “1 of 1”, click the arrow to scroll to additional parts and approve or deny as necessary.

   **Note:** If there are multiple parts to the journal, you must approve or deny all of them before saving. Failure to do so will result in the untouched parts getting lost.

6. After approving or denying all parts of the journal, click **Save**.

   **If you are working as a PTA and have APPROVED the journal,** you will receive a message that the transaction will be routed for School Approval; click **OK**.

   **If you are working as a PTA and have DENIED the journal,** your transaction will be saved, the “Approval Status” of the journal will be updated to “D”, and the Data Enterer will receive an email that the transaction has been denied. If you entered a **Reason Denied**, that reason will be included in the email to the Data Enterer. **It will not be sent for any additional PTA or School Approval.** The journal can be re-entered the following day.

   **If you are working as a School Approver and have APPROVED the journal,** your transaction will be saved and its “Approval Status” will be updated to “A”. This transaction is complete and will now be processed on the next General Ledger run.

   **If you are working as a School Approver and have DENIED the journal,** your transaction will be saved and its “Approval Status” will be updated to “D”. The Data Enterer will receive an email that the transaction has been denied. If you entered a **Reason Denied**, that reason will be included in the email to the Data Enterer; it will be open for re-entry the next day.