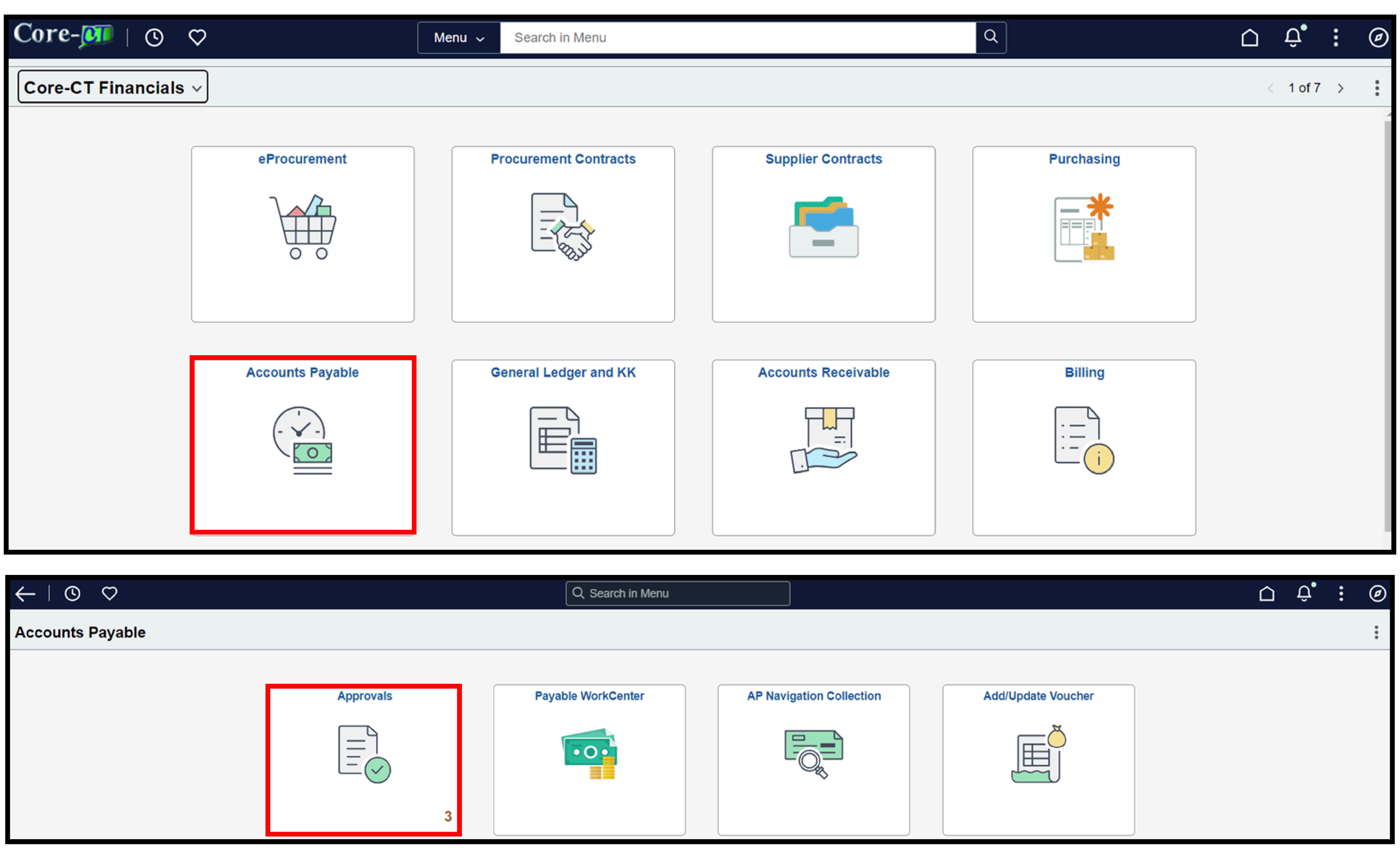
# Core-CT Fluid FIN Approvals

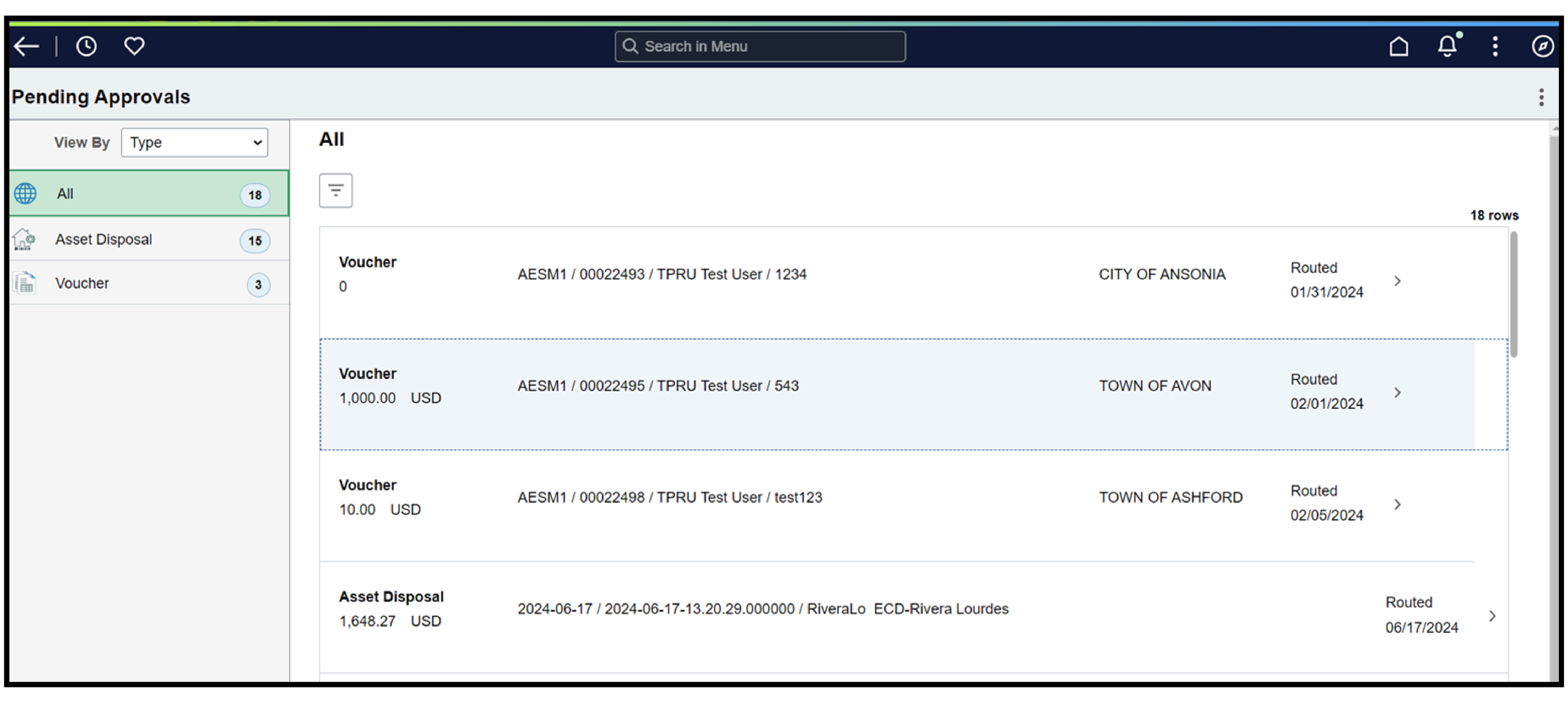
## FIN Approvals Navigation

This is the navigation to follow to see pending approvals under the Financials module. In this example, we use the **Accounts Payable** tile to access the **Approvals** tile, but the Approvals tile can be accessed through any of the Financials modules that have approvals.




## FIN Pending Approvals

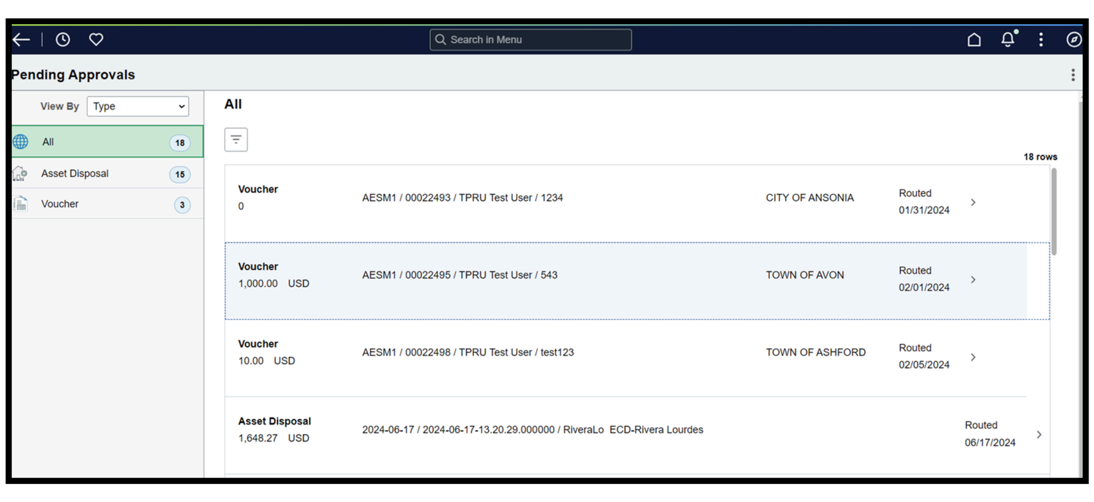
This is the **Pending Approvals** landing page for Financials. On the left, are the approval transaction types. The categories shown here depend on the user's Core-CT approval access.




## Filters

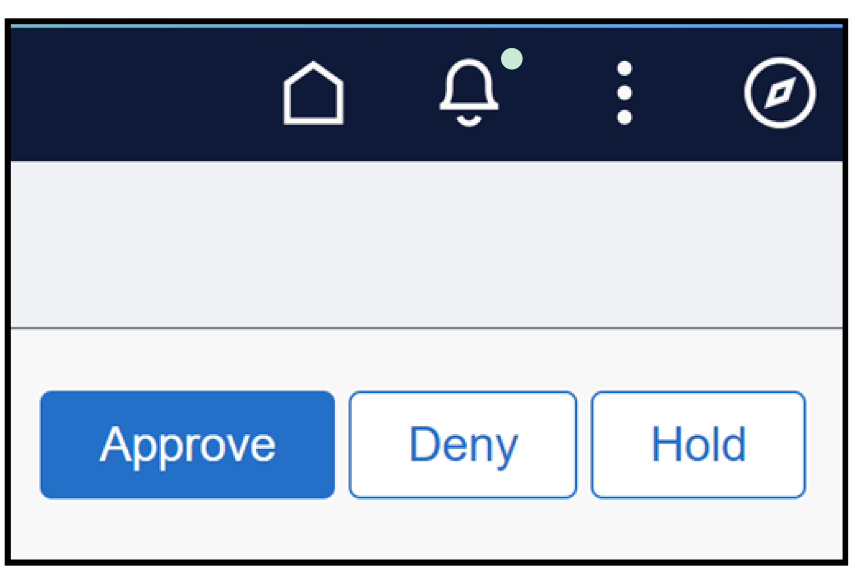
To narrow results, apply filters by clicking on the **View By** dropdown or the **Filter** icon. The filter icon appears blue if there has been a filter applied.


## Transaction List



Click a specific transaction to access the Transaction Details page. When clicking on a specific transaction, Core-CT allows for a transaction to be approved or denied. There are some modules that allow **Pushback**, **Hold**, and **Request Information**.

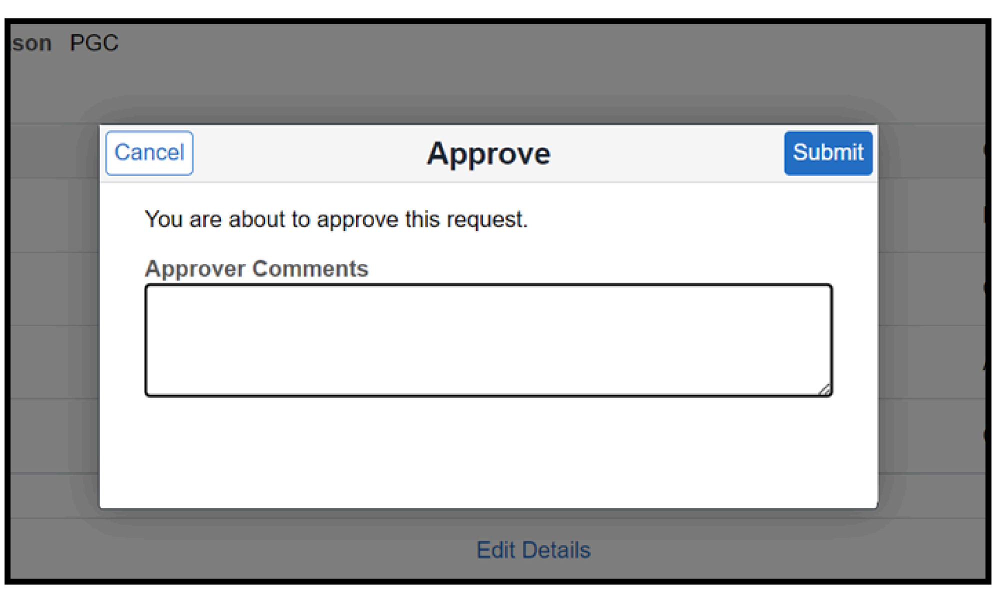
## Approval Line Detail



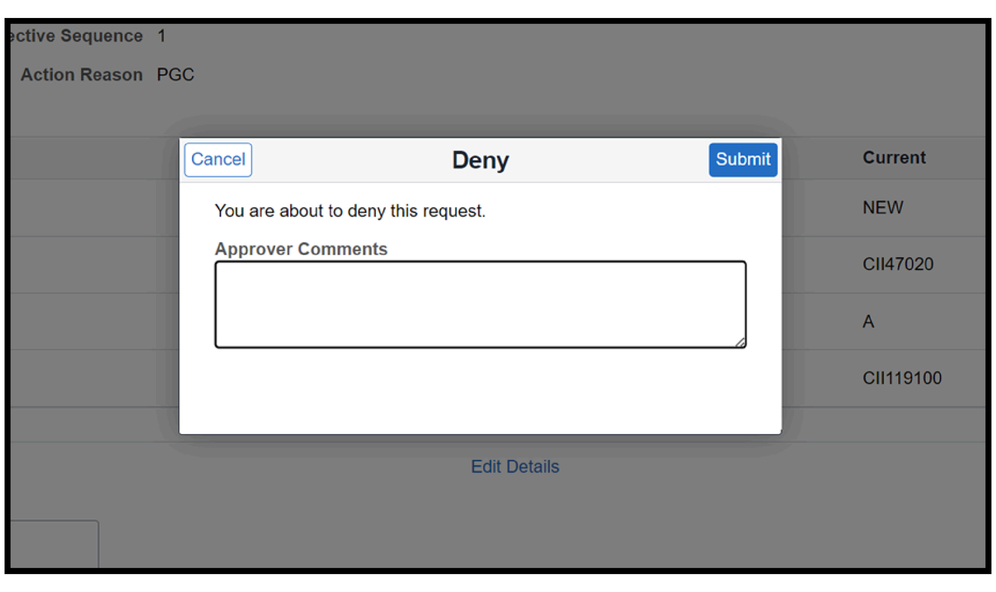

After clicking on a transaction, the upper right-hand side of the page is where the **Approve**, **Deny**, and **Hold** options exist. Transactions that are approved or denied can be viewed in the **Notification Bell's Alert Panel**.

Other Financial Modules may include the below options, when selected these are seen in the **Notification Bell's Action Panel**:

- **Pushback** - allows the approver to push the transaction back, question the prior step's approval, and request clarification.
- **Hold** - allows the approver to put the transaction on hold.
- **Request Information** - allows the approver to request more information on the transaction before approving.

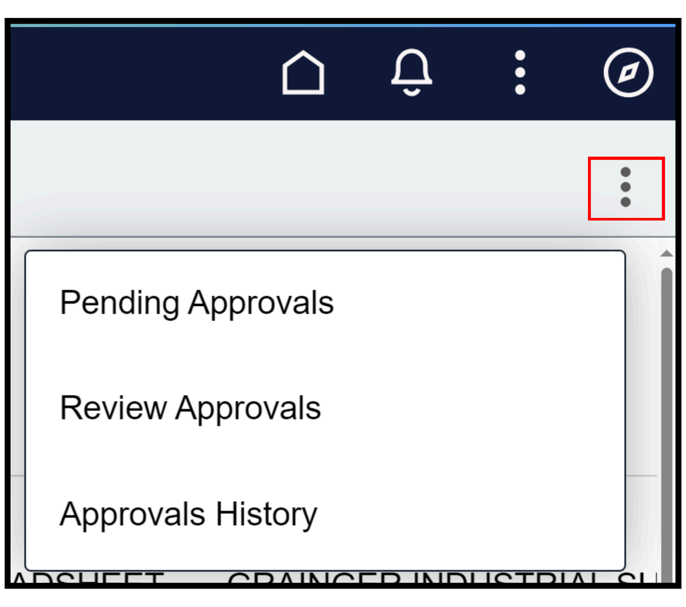



Click on the **Approve** button, and add comments. Comments are optional when approving a transaction. When finished, click the **Submit** button. Once submitted, a green **You Have Approved this Request** notification displays at the top of the page.

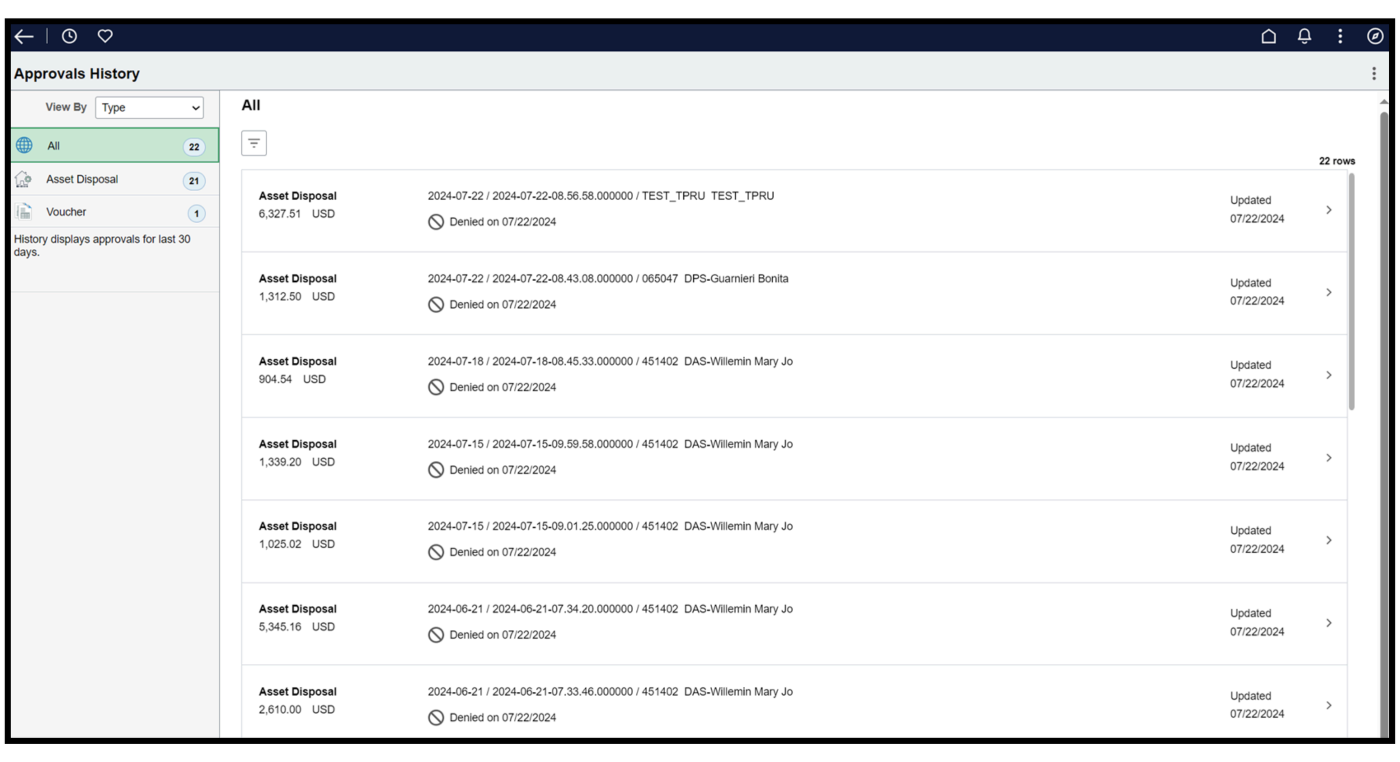



Click on the **Deny** button, and add comments. Comments are mandatory when denying a transaction. When finished, click the **Submit** button. Once submitted, a green **You Have Denied the Request** notification displays at the top of the page.

## Approvals History




To see the history of what was approved, click on the **ellipsis** and then click on **Approvals History**.




On the Approvals History page, the approved, denied, and pending transactions display.