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.

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Pending Approvals		:
View By Type 🗸	AII	
All 18	$\overline{\overline{\cdot}}$	18 rows

Asset Disposal 15 Voucher 3	Voucher 0	AESM1 / 00022493 / TPRU Test User / 1234	CITY OF ANSONIA	Routed 01/31/2024	>	
	Voucher 1,000.00 USD	AESM1 / 00022495 / TPRU Test User / 543	TOWN OF AVON	Routed 02/01/2024	>	
	Voucher 10.00 USD	AESM1 / 00022498 / TPRU Test User / test123	TOWN OF ASHFORD	Routed 02/05/2024	>	
	Asset Disposal 1,648.27 USD	2024-06-17 / 2024-06-17-13.20.29.000000 / RiveraLo ECD-Rivera Lourdes			Routed 06/17/2024	>

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.

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Pending Approvals		
View By Type 🗸	All	
All (4	Ē	
Voucher 4	Voucher 10.00 USD	AESM1 / 00022498 / TPRU Test User / test123
	Voucher 1,000.00 USD	AESM1 / 00022495 / TPRU Test User / 543
	Voucher 500.00 USD	AESM1 / 00022502 / AES-Kaczenski Lisa / Test Notification
	Voucher 0.00 USD	AESM1 / 00022503 / AES-Kaczenski Lisa / WF TEST



Transaction List

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Pending Approvals									:
View By Type	~	All							
All	18	Ē					1	9 rowe	
Asset Disposal	3	Voucher 0	AESM1 / 00022493 / TPRU Test User / 1234	CITY OF ANSONIA	Routed 01/31/2024	>		01049	
		Voucher 1,000.00 USD	AESM1 / 00022495 / TPRU Test User / 543	TOWN OF AVON	Routed 02/01/2024	>			
		Voucher 10.00 USD	AESM1 / 00022498 / TPRU Test User / test123	TOWN OF ASHFORD	Routed 02/05/2024	>			
		Asset Disposal 1,648.27 USD	2024-06-17 / 2024-06-17-13.20.29.000000 / RiveraLo ECD-Rivera Lourdes			Routed 06/17/2	d 2024	>	

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

	J Û	
Approve	Deny	Hold

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.

on PGC		
Cancel	Approve	Submit
You are about	to approve this request.	
Approver Co	mments	
	Edit Details	

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.

Cancel	Deny	Submit	Current
You are abo	out to deny this request.		NEW
Approver C	comments		CII47020
			A
			CII119100
	Edit Details		

ective Sequence

Action Reason PGC

Approvals History

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

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Approvals History				:
View By Type ~	All			
All 22	-			22 rows
Voucher 1 History displays approvals for last 30	Asset Disposal 6,327.51 USD	2024-07-22 / 2024-07-22-08.56.58.000000 / TEST_TPRU TEST_TPRU	Updated 07/22/2024	>
uays.	Asset Disposal 1,312.50 USD	2024-07-22 / 2024-07-22-08.43.08.000000 / 065047 DPS-Guarnieri Bonita	Updated 07/22/2024	>
	Asset Disposal 904.54 USD	2024-07-18 / 2024-07-18-08.45.33.000000 / 451402 DAS-Willemin Mary Jo	Updated 07/22/2024	>
	Asset Disposal 1,339.20 USD	2024-07-15 / 2024-07-15-09.59.58.000000 / 451402 DAS-Willemin Mary Jo O Denied on 07/22/2024	Updated 07/22/2024	>
	Asset Disposal 1,025.02 USD	2024-07-15 / 2024-07-15-09.01.25.000000 / 451402 DAS-Willemin Mary Jo	Updated 07/22/2024	>
	Asset Disposal 5,345.16 USD	2024-06-21 / 2024-06-21-07.34.20.000000 / 451402 DAS-Willemin Mary Jo	Updated 07/22/2024	>
	Asset Disposal 2,610.00 USD	2024-06-21 / 2024-06-21-07.33.46.000000 / 451402 DAS-Willemin Mary Jo	Updated 07/22/2024	>

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