



TEXAS SOUTHERN UNIVERSITY

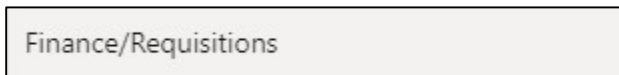
My Finance Portal User Guide

Approve Documents

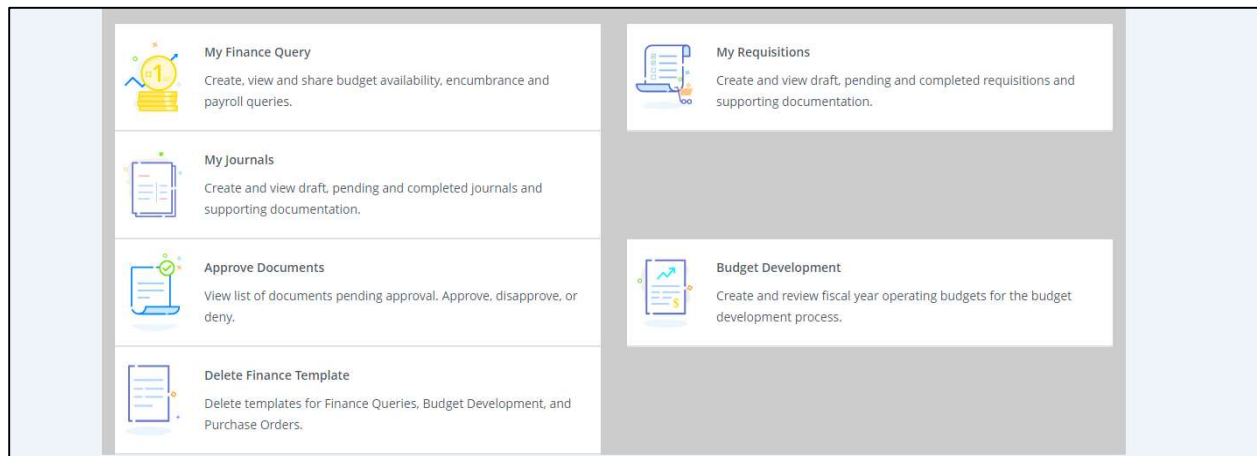
1. Navigate to MyTSU portal landing page click, ‘Employee’



2. Choose “Finance/Requisitions”



“My Finance” dashboard will launch.

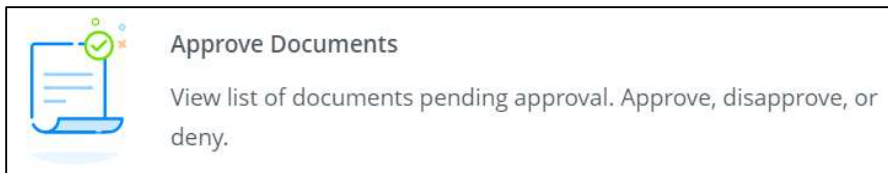


Approve Documents

Here approvers can search for a specific document to approve or view all the documents that are sitting in approval queues.

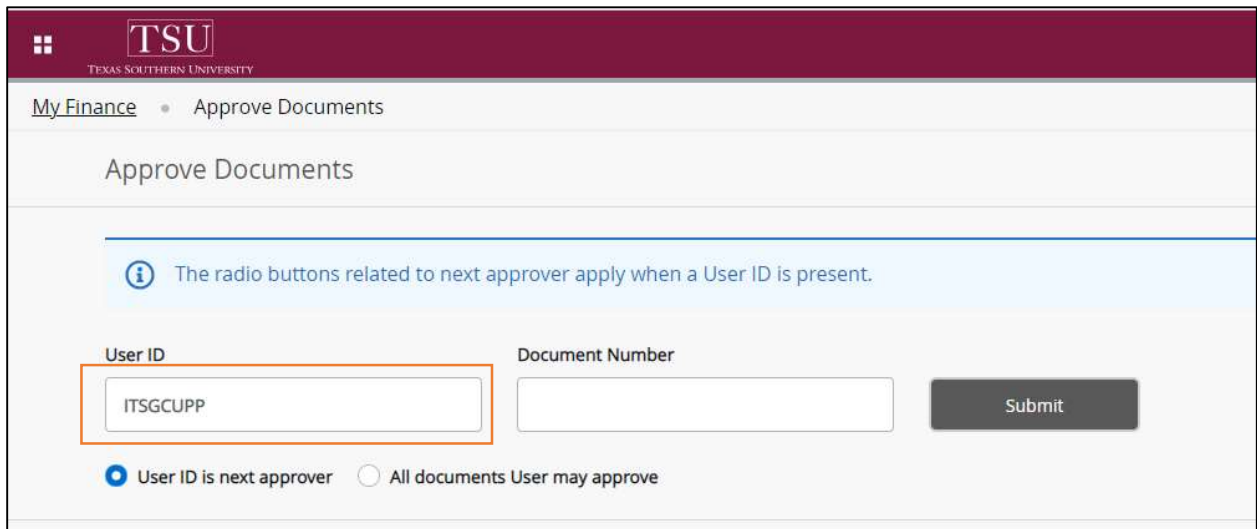
This widget will show document number, the originating user, and whether a document has attachment.

3. Choose “**Approve Documents**” widget.



The query window will always default to your **User I.D.** and **User I.D. as next approver**.

4. If you click “**Submit**” with your User I.D., it will display only documents that are sitting in your queue.

A screenshot of a web application interface. At the top is a maroon header with the TSU logo and "TEXAS SOUTHERN UNIVERSITY". Below the header is a breadcrumb trail: "My Finance" > "Approve Documents". The main heading is "Approve Documents". A light blue information box contains the text: "The radio buttons related to next approver apply when a User ID is present." Below this are two input fields: "User ID" containing "ITSGCUPP" and "Document Number" which is empty. To the right of the "Document Number" field is a dark grey "Submit" button. At the bottom are two radio buttons: "User ID is next approver" (which is selected) and "All documents User may approve".

- If you run it without User I.D., but with a specific “**Document Number**” then you will only see that document, and its related info.
 - You can also use wildcard (%) to look up a document.
 - For example, ‘R%’ will bring up all documents that start with “R” sequence.

The screenshot shows the 'Approve Documents' form. The 'Document Number' field is highlighted with an orange border and contains the text 'R0122781'. Below the form, there are two radio buttons: 'User ID is next approver' (which is selected) and 'All documents User may approve'.

The screenshot shows the 'Approve Documents List' table. Several callout boxes provide instructions:

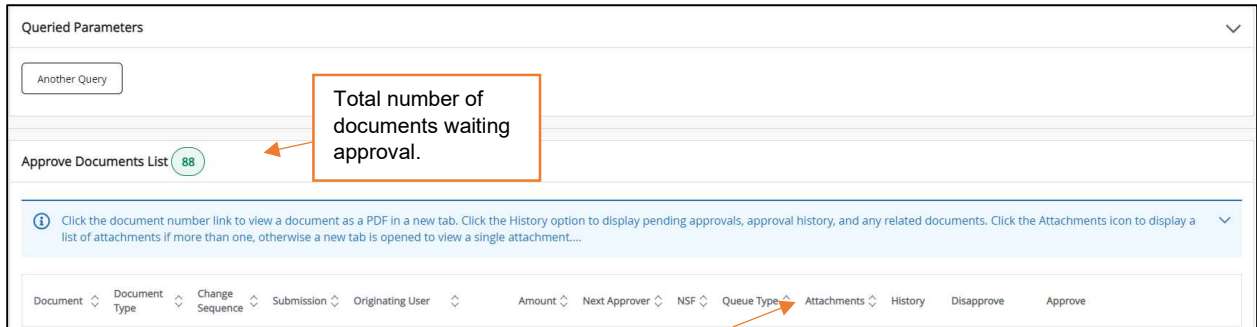
- Another Query:** To start a new query, click on **Another Query** and you will be brought back to the query window.
- History:** Click here to see **History** of the document:
 - Whose approval is required
 - Whose approval has already been obtained.
- Document Number:** Click on the Document number to see detail.
- Actions:** You can **Disapprove** or **Approve**.


The table below shows the data for document R0122781:

Document	Document Type	Change Sequence	Submission	Originating User	Amount	Next Approver	NSF	Queue Type	Attachments	History	Disapprove	Approve
R0122781	REQ	-	-	TSUAKTHOMAS	205.20	-	-	DOC	-			

- If you click “**Submit**” without any User I.D. or ‘Document Number’ it will bring up all documents awaiting approval.

The screenshot shows the 'Approve Documents' form with both the 'User ID' and 'Document Number' fields empty. The 'User ID is next approver' radio button is selected.



NOTE: If any of the document you are querying has an attachment, you will see a paperclip icon  under the **Attachments** heading. When you click the attachment, it will open the document in a new window.

Contact a representative in the Division of Administration and Finance for detailed explanation.

tsu.edu/about/administration/finance/contact-us

Technical support is available 24/7 by emailing IT Service Center: itservicecenter@tsu.edu or submitting a case: <http://itservicecenter.tsu.edu>

As always, we appreciate your support as we continue to improve the tools that ensure “Excellence in Achievement.”

