Approving and Disapproving Documents SSB9

Step 1: Access SSB9 and click on **Approve Documents** within Finance to approve or disapprove documents.

Step 2: Enter User ID and select **User ID is next approver** to see documents in queue that requires approval. To view all documents that may require approval, select **All documents User may approve**. Click on **Submit** to see the list of documents. There is an option to enter the single document number and approve.

Approve Documents

ⓘ The radio buttons related to next approver apply when a User ID is present.

User ID

NCHIM

Document Number

Submit

● User ID is next approver   ○ All documents User may approve

Step 3a: Click on the document number to see the detail document. Click on the paper clip under Attachments to view supporting documents. Select ↺ symbol under History to view the levels of approvals and approval history. Click on **Approve** to approve document.

Approve Documents

Queried Parameters   ⌄

Another Query

Approve Documents List (110)

ⓘ Click the document number link to view a document as a PDF in a new tab. Click the History option to display pending approvals, approval history, and any related documents. Click the   ⌄
Attachments icon to display a list of attachments if more than one, otherwise a new tab is opened to view a single attachment....

Document ⌃⌄	Document Type ⌃⌄	Change Sequence ⌃⌄	Submission ⌃⌄	Originating User ⌃⌄	Amount ⌃⌄	Next Approver ⌃⌄	NSF ⌃⌄	Queue Type ⌃⌄	Attachments ⌃⌄	History	Disapprove	Approve
J0039379	JV	-	0	KVANKIRK	1,780.00	-	-	DOC	📎	↺	Disapprove	Approve
J0039384	JV	-	0	SANAYA	2,073.40	-	-	DOC	📎	↺	Disapprove	Approve

JOURNAL VOUCHER

Journal Voucher Number	J0039421	**Document Total**		957.90	**Status**	Pending
Submission	0	**User ID**	CBOOTH		
Transaction Date	10/03/2023	**Activity Date**	10/03/2023		
Public Comments					

Accounting Distributions

SEQ	Description	FY-Period	Budget Period	Rule Class	Chart- Index- Fund- Orgn- Acct- Prog- Actv- Locn- Proj	Amount	Debit/ Credit	Currency	Bank Code	NSF Override	Status	Document Reference Number	Accrual Indicator	Depos
1	Booth-Sept CC report	24- 04	04	JD5	D - - 110000 - 304170 - 500136 - 672000 - - -	478.95	-	USD		No	P			
2	Booth-Sept CC report	24- 04	04	JD5	D - - 110000 - 304170 - 410004 - 672000 - - -	478.95	+	USD		No	P			
					Total Accounting Distributions	957.90								

History

Document Number	**Document Type**
J0039421	Journal Document
Originator	**Originator Name**
CBOOTH	Christina Booth

Related Documents

(i) No Related Documents information available for J0039421

Approvals Required

Queue	Description	Level	Approvers
JD03	DISTRICT EXPENSE TRANSFERS DS	10	Christina Thomas
JD03	DISTRICT EXPENSE TRANSFERS DS	15	Christina Thomas Jeanette Froelich Muwen Tan Rima Rahnemoon Sandy Dinh Susan Victoria Victoria May
JD03	DISTRICT EXPENSE TRANSFERS DS	20	Susan Hutton
JD03	DISTRICT EXPENSE TRANSFERS DS	25	Ngoc Chim Susan Hutton

Approvals Recorded

Queue	Level	Date	User
JD25	10	Oct 03, 2023	Christina Booth
JD25	15	Oct 03, 2023	Christina Booth

Step 3b: After clicking **Approve or Disapprove**, the screen below will appear. Select **Approve** to continue process.

Approve Document ✕

Document Number	**Document Type**
J0039421	JV
Change Sequence	**Submission**
-	0
Amount	
957.90	

Comment

This document has been approved.

Cancel	Approve

When a document (Budget or Expense Transfers) is disapproved:

- The person disapproving the document needs to notify the initiator and provide an explanation.
- The option to recall a document to make corrections is only available if the document has not been posted.