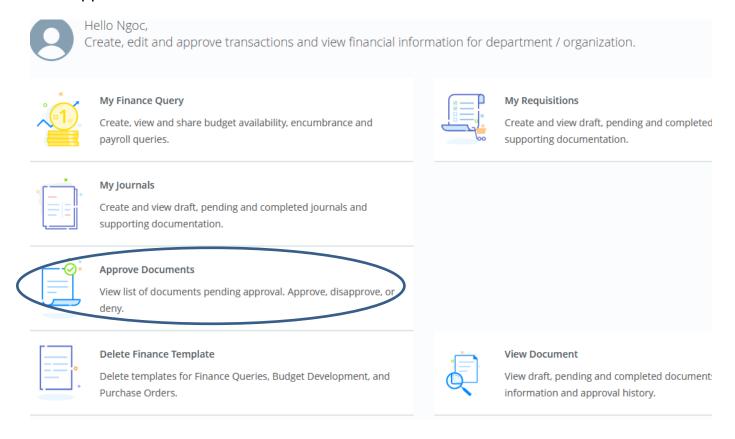
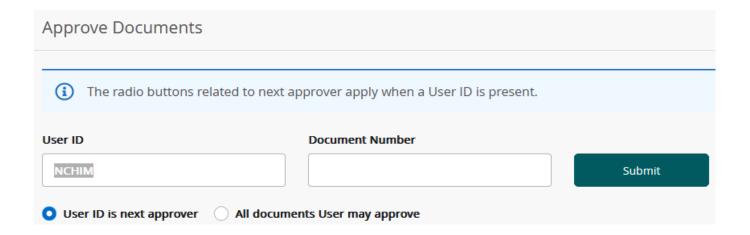
## **Approving and Disapproving Documents SSB9**

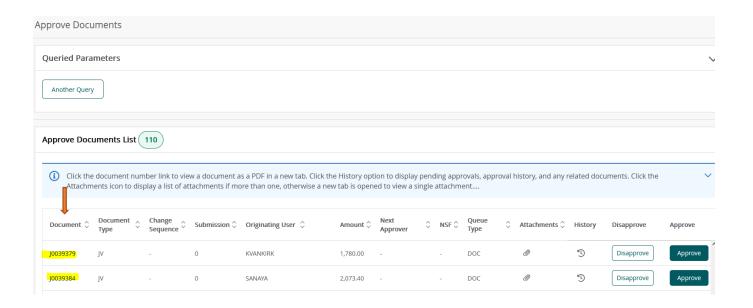
Step 1: Access SSB9 and click on <u>Approve Documents</u> within Finance to approve or disapprove documents.



Step 2: Enter User ID and select <u>User ID is next approver</u> to see documents in queue that requires approval. To view all documents that may require approval, select <u>All documents User may approve</u>. Click on <u>Submit</u> to see the list of documents. There is an option to enter the single document number and 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 <a href="#">Approve</a> to approve document.



#### JOURNAL VOUCHER

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

### Accounting Distributions

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

# History

Document Number

J0039421

Document Type Journal Document

Originator **Originator Name** 

CBOOTH Christina Booth

**Related Documents** 



(i) No Related Documents information available for J0039421

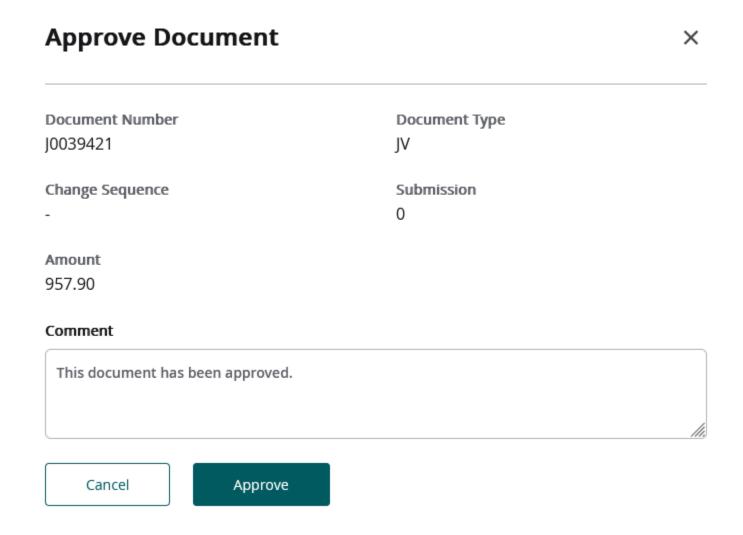
## **Approvals Required**

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.



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.