7/11/12

Fund Managers not able to view/access transaction to approve??

If the fund manager is not able to view or access a transaction to approve, a copy of the IDH should be printed and a manual signature must be provided by the fund manager. The signed transaction should be included with the documentation sent to AP. AP will manually process the transaction in Banner using the same IDH #.

Note:
Once the transaction is processed, the end user will receive an email stating the transaction has been denied with the following note:
"Manually entered in Banner"
No further action is needed from the end user/department.

Remember:
If requesting employee reimbursement and the fund manager is not the employee's supervisor or someone superior, the employee's supervisor's signature is also needed.

An update will be sent once the issue has been resolved.

Questions or Comments? Email Accounts.Payable@ttuhsc.edu