

Workflow for GFS Payment Transactions

My Approvals

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My Approvals

Activity Filter
GFS PAYMENT

Activity Aid Year

Student Name 2016

1	Activity Filter <ul style="list-style-type: none">Automatically defaults to “GFS Payment” if user has GFS payment transactions only.Retains your selected activity filter setting
2	Groups GFS payment transactions by Student Name (Activity) and Aid Year
3	Student Name (Activity) is now a hyperlink that user clicks on to expand to the next level

My Approvals (continued)

The screenshot shows the 'My Approvals' page with an 'Activity Filter' set to 'GFS PAYMENT'. Below the filter, there are dropdowns for 'Activity' and 'Aid Year' (set to 2016). A table lists transactions with columns: Transaction ID, Originator, Date Originated On, Date Received On, Disbursement Plan, Payline, Ident, Total Amount, and Comments. A transaction with ID 01442699 is highlighted in green. To the left of the table is an 'Approve Selected' button. Callout 4 points to the table header, callout 5 points to the Transaction ID '01442699', and callout 6 points to the 'Approve Selected' button.

Transaction ID	Originator	Date Originated On	Date Received On	Disbursement Plan	Payline	Ident	Total Amount	Comments
01442699	Originator's name	2016-02-02	2016-02-02	Winter Quarter Only	STP001	Manual Health Sub	390	

4	<p>At the next level, user will see Transaction ID, Originator, Date Originated On, Date Received On, Disbursement Plan, Payline, Ident, Total Amount, and Comments.</p> <ul style="list-style-type: none"> • Disbursement Plan replaces Term and lists the description • Ident and Total Amount are new
5	<p>Transaction ID is now a hyperlink that user clicks on to expand and view the details</p>
6	<p>The “Approved Selected” button only appears at the next level. This allows users to approve multiple transactions for the same student for the same aid year. The button will change color from gray to green after user clicks on at least one check box next to the Transaction ID.</p>

My Pending Requests

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My Pending Requests

1 Activity Filter
GFS PAYMENT

Transaction ID	Activity	Originator	Date Originated On	Date Received On	Aid Year	2 Disbursement Plan	Payline	Ident	Total Amount	Re-Call	Comments
01442698	Student Name	Originator's Name	2016-02-01	2016-02-01	2016	Monthly - Non-Matric	AST002	test	33333.44	RECALL	

<p>1</p>	<p>Activity Filter</p> <ul style="list-style-type: none"> Automatically defaults to “GFS PAYMENT” if the user has GFS payment transactions only. Retains your selected activity filter setting.
<p>2</p>	<p>Labels</p> <ul style="list-style-type: none"> Disbursement Plan replaces Term and lists the description. Ident and Total Amount are new.