

The following email is system-generated weekly by Financial & Business Services. Account Executives will receive this email only if there are pending approvals that require attention.

Click on the "Click here" link in the email to begin the process.



If you are not logged in to CIS, A CIS login screen will appear.

After logging in, the instruction page below will be displayed. Please click the "Close" button.

| GRANTING FINANCIAL AUTHORITY         THE UNIVERSITY OF UTAH         Home * Capture Signature * Capture Signature Mobile * Designate Alternate(s) * Verify Authorities * ? Help |  |           |   |  |  |  |  |
|--|--|-----------|---|--|--|--|--|
|  |  |           | Account Executive Approvals Instructions  |  |  |  |  |
| Fill Down<br>No Action   | Account Alternate<br>Name/EmplID ≎                                       | Funding S | If you would like to Approve or Deny All Account Alternate Requests use the the Fill Down menu in the Pending Approvals Table heading column No Action **Wote** the 🐼 image indicates that the Account Alternate does not yet have a signature on file. Requests can  |  |  |  |  |
| No Action  | MALINI, ANDREAM AND<br>BETTER<br>MELINIARI<br>BETTER<br>BETTER<br>BETTER | 01-01     | not be approved until the Account Alternate has a signature captured **Click** on the 🐼 image to email the Account Alternate a link to the capture signature page of Grant Signature value of the capture signature page of Grant Signature value of the capture signature page of Grant Signature value of the capture signature signat |  |  |  |  |
| Submit Reset   |  |           |   |  |  |  |  |

A list will be displayed with all the Activities and/or Projects and the pending Alternates.

- 1. This application requires you to approve/deny each request.
- 2. A date range that each Alternate would have the authority to sign on your behalf is displayed.

| 1                        |   |                    |                  | Pending Appr  | Account Exe<br>rovals for LAR | cutive Approva | cari<br>Nis | . A. LARSON L | 2          |
|--------------------------|---|--------------------|------------------|---------------|-------------------------------|----------------|-------------|---------------|------------|
| (1 of 1) 14 44 1 10 25 V |   |                    |                  |               |                               |                |             |               |            |
| Fill Down                | _ | Account Alternate  | Funding Source   | Description A | Account Executive             | Fund A         | Type 🌣      | Date From     | Date To    |
| No Action                | ~ | Name/EmpIID \$     | Funding Source V | Description   | Account Executive V           | Fund V         | Type 🗸      | Date From     | Date 10    |
| No Action                | ~ | MARCELLANDERSCH AN | 01-0             | 4100-018604   | LARSON,CARL A.<br>00308703    | 2000           | ALL         | 09/01/2014    | 12/01/2019 |
| No Action                |   | ACCOUNTS AND A     | 01-01-01         | 4100-010004   | LARSON,CARL A.<br>00308703    | 2000           | ALL         | 09/01/2014    | 12/01/2019 |
|                          |   |                    |                  | (1 of 1)      | 14 <4 <b>1</b> (>) (+)        | 25 🗸           |             |               |            |
| Submit                   |   |                    |                  |               |                               |                |             |               |            |

If you agree with all the pending Alternates, you can select "Approve All" in the drop down list at the top. Or if you disagree with all the pending Alternates, you can select "Deny All" in the drop down list at the top.

|           |               | Funding Source   |
|-----------|---------------|------------------|
| No Action | Name/EmpIID 💠 | running source v |
| Deny All  |               | 01-01088         |

If you agree with some and not other pending Alternates, you can select "Approve" or "Deny" on each line.

| Fill Dow  | 'n | Account Alternate |                  |
|-----------|----|-------------------|------------------|
| lo Action | ~  | Name/EmpIID \$    | Funding Source O |
| lo Action |    | APRIL AND DECK    | 01-01            |
| Deny      |    | RECORDER NO.      | 01.01            |

After making all your selections, click the "Submit" button at the bottom of the screen.

| Account Executive Approvals<br>Pending Approvals for LARSON,CARL A.<br>(1 of 1) |                                     |                  |                |                            |         |  |
|---|-------------------------------------|------------------|----------------|----------------------------|---------|--|
| Fill Down   | Account Alternate<br>Name/EmpIID \$ | Funding Source ¢ | Description \$ | Account Executive O        | Fund \$ |  |
| Approve   | BRACKLASHENCE B                     | 01-0             | ALBO (1.007AL  | LARSON,CARL A.<br>00308703 | 2000    |  |
| Approve   | RETROOM PEAKS                       | 01-0             | 6.87 (L907AL   | LARSON,CARL A.<br>00308703 | 2000    |  |
|   |                                     |                  | (1 of 1)       | 14 <4 <b>1</b> (** )*1     | 25 🗸    |  |
|   |                                     |                  | $\rightarrow$  | Submit Reset               |         |  |

After clicking "Submit", a small box will appear with all your selections. You may need to scroll down to see them all. Please select "Confirm".

This completes the process of Approving and/or denying Alternate requests in the GFA system.

| GRANTING FINANCIAL AUTHORITY<br>THE UNIVERSITY OF UTAH  |  |                             |   |      |      |  |  |  |
|---|--|-----------------------------|---|------|------|--|--|--|
| 🛔 Home 🥒 Capture Signature 🖉 Capture Signature Mobile 🍃 Designate Alternate(s) 👻 🍺 Verify Authorities 🗸 |  |                             |   |      |      |  |  |  |
| Fill Down         Approve All         Approve         Approve         Approve                           | <ul> <li>Account Alternate<br/>Name/EmplID ≎</li> <li>✓</li> </ul> | Funding S<br>01-01<br>01-01 | You are submitting the following changes:<br>Approve to be added as an Account Alternate on:<br>01 All Financial Transactions 09/01/2014 through 12/01/2019<br>Approve to be added as an Account Alternate on:<br>04 All Financial Transactions 09/01/2014 through 12/01/2019<br>Confirm to spend on the above Accounts, according to Policy 3-003<br>Confirm to spend on the above Accounts, according to Policy 3-003 | C 34 | be ≎ |  |  |  |
|   |  | _                           | Submit Reset  |      |      |  |  |  |