HOW TO REVIEW AND APPROVE/DECLINE A FIELD ADVANCE REQUEST

Approve or Decline a Field Advance Transaction

1. Click on the link you received from fieldadv@uw.edu OR
2. Log in to the field advance dashboard to look at pending approvals (link below)
3. https://themis.pur.washington.edu/prd/BankingAccounting/Field_Advances/

4. Make sure you are classified as an “Approver” at the top of the screen
   ○ Requestor/Custodian
   ○ Approver

5. Choose to approve pending field advance requests (FA Approval Required) or field advance spend downs (Spend Downs Approval Required)

   ▶ FA Approval Required (0)
   ▽ Spend Downs Approval Required (0)

6. To approve a field advance request; review the information in the request and approve or decline
7. To review a field advance spend down
   a. Click on “File Name” link to review receipts and invoices

   Filename
   Koala.jpg

   b. Click on “Details” arrow to see a detail of the budget information associated with the spend down

<table>
<thead>
<tr>
<th>Budget Number</th>
<th>DBJ_SUB</th>
<th>Expenditure Type</th>
<th>PCA Task</th>
<th>PCA Option</th>
<th>PCA Project</th>
<th>Amount (in US $)</th>
<th>Delete Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>39-5004</td>
<td>03-99-00</td>
<td>Other Services</td>
<td>tas</td>
<td>tas</td>
<td>test</td>
<td>$100.00</td>
<td>Save Detail</td>
</tr>
</tbody>
</table>

   c. Approve or decline the request

What happens after I decline or approve a field advance request?

8. Any requests that are declined will be routed back to the custodian for revision.
9. Any requests approved will be routed to Banking & Accounting Operations for review.