

How to Review and Approve/Reject a Field Advance Request or Spend Down
Updated August 2018

1. Click on the link you received via email from fieldadv@uw.edu OR
2. Go to the Field Advance Dashboard to look at pending approvals:
https://web.fmdata.uw.edu/BankingAccounting/Field_Advances/
3. Select "Approver" in the upper left corner of the screen.

3

4. There are two types of documents to review:
 - a. New pending field advance requests (FA Approval Required)
This is new money being issued to the custodian
 - b. Field advance spend downs (Spend Downs Approval Required)
This is an existing advance being reconciled

FA #	Amount	Custodian	Date Requested	Review
FA-17-0016	\$1.00	Arnold Chung Hong	2017-07-21	





5. Click on the pencil icon to review the details of the request. In this example, it is a request for a new field advance

6a

6b

6. After reviewing the details, either:
 - a. Approve
 - b. Reject

7. When reviewing a Spend Down, click on the pencil icon to view details.
 - a. Click on the "File Name" link to review the attached document.
 - b. Click on the "Details" arrow to see the budget information and amounts
 - c. Click the Red X to reject the spend down
 - d. Click the Green Check Mark to Approve

	Filename	Attached By	Date Attached	Amount (in US \$)	Notes / Reason for Rejection	Edit Notes	Save Notes	Reject	Approve
	tempnotes.txt	tedmmc	2015-12-17	\$86.31					

Details ▶ tempnotes.txt 7b 7a 7c 7d

8. What happens after I decline or approve a field advance request?
 - a. Any requests that are declined will be routed back to the custodian for revision.
 - b. Any requests approved will be routed to the Field Advance Office for review



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