How will I know if my Financial Transaction Request (FTR) is “Approved”?

Tell Me

1. If your request is approved by all levels of the workflow, you will receive a “Submission Approved” email notification with the document number.
   a. Your entry will post in Banner within an hour, bar any Banner processing exceptions.
2. If your request is invalid, you will receive a “Submission Error” email notification with details of your submission.
   a. If an entry is still needed, you must prepare a new FTR.
   b. The original invalid FTR submission will not be given an FTR Submission-ID number.
   c. Thus, the invalid entry will not be viewable in the University’s Imaging System.
3. If your request is rejected at any level of the workflow, you and all upstream approvers will receive a “Submission Rejected” email notification that includes the reason for rejection.
   a. If an entry is still needed, you must prepare a new FTR.
   b. The rejected FTR submission may still be viewed in the imaging system using the FTR Submission-ID number.

Note
The Department Approver will be bypassed for IDIs and Payment Book Receipts (PBR). The PBR will replace the current CCBR and be used to process all cash, check, and credit card payments.

Info
Contact GeneralAccounting@uncc.edu for questions or feedback.

Related Articles

- How do I submit an FTR eForm?
- Will Budget Revisions be available on Financial Transaction Request (FTR) eForms?
- Why are paper forms being replaced by Financial Transaction Request (FTR) eForms?
- What type of Financial Transaction Request (FTR) eForms are available?
- How will I know if my Financial Transaction Request (FTR) is “Approved”?