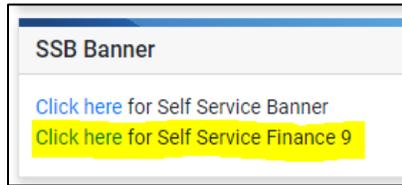
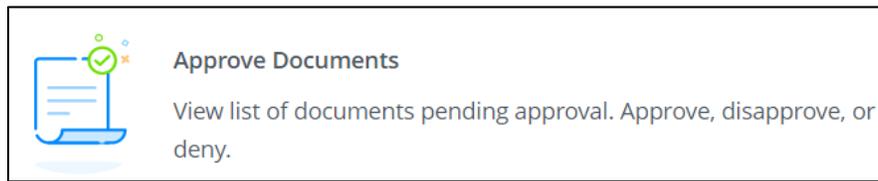


Approving Documents in Self Service Finance 9

1. Log into the Stockton portal > Employee tab > Click on link for Self Service Finance 9.



2. Click on Approve Documents.



3. Your User ID will populate. Click on Submit to view all documents in your queue.
4. Review the document
 - Click on the document number to display detailed information about the document in PDF format.
 - Attachments – click on the paper clip icon to view the backup.
 - History – click on the clock icon to view approval history information and related documents.

Document	Document Type	Change Sequence	Submission	Originating User	Amount	Next Approver	NSF	Queue Type	Attachments	History	Disapprove	Approve
10373267	INV	-	0	FODERB	115.00	Yes	-	DOC			<input type="button" value="Disapprove"/>	<input type="button" value="Approve"/>
10373309	INV	-	0	SCHAFE21	75.00	Yes	-	DOC			<input type="button" value="Disapprove"/>	<input type="button" value="Approve"/>
10373310	INV	-	0	COCOZZAP	75.00	Yes	-	DOC			<input type="button" value="Disapprove"/>	<input type="button" value="Approve"/>

5. Take Action

- **Approve** – the Approve button is only enabled if the person who logged in is authorized to approve the document.
 - Click Approve – the Approve Document window appears with the Approve and Cancel buttons.
 - Click Approve to complete the approval process.
- **Disapprove** – the Disapprove button is only enabled if the person who logged in is authorized to disapprove the document.
 - Click Disapprove – the Disapprove Document window appears with the Disapprove and Cancel buttons.
 - Click Disapprove to complete the disapproval process.