

## Approving an Unencumbered Payment Form

The Unencumbered Payment Approval process applies to Expense Managers, Project Managers, and Supplemental approvers.

1. The approvers will receive a “Form available for review and approval” email (example shown below). Approvers will use the “Open form in WebNow” link to review and approve the Unencumbered Payment Form.

Dear Roary Panther,

An unencumbered payment form has been submitted to you for approval.

Below details for this request:

- Vendor Name:
- Requestor:
- Total amount:

Please use the following link to review and approve the form:

[Open form](#)

Thank You

2. Approvers must then log- using their My Accounts user name and password to retrieve the Unencumbered Payment form.

Enter your FIU MyAccounts UserName  
or PantherID and Password  
(e.g.: jdoe001, 1234567)

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MyAccounts UserName

Password

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- Once the form appears, the approver will be able to scroll down to review the document and attachments.

[View Attachments](#)

**FOR INTERNAL USE ONLY -- Departmental/Project Approval**

No history to display.

Tel: 305.348.3889. Fax:305.348.1774  
[www.finance.fiu.edu/controllers/](http://www.finance.fiu.edu/controllers/)

- After the form and the attachments have been reviewed, the approver can **Approve, Deny or Delete** the form.

**Approval**

If the form is **approved**, it will route to the Accounts Payable Clerks for final approval (for Activity Nbrs of any amount and projects less than \$10,000) or Project Supplemental approvers (for total transactions of \$10,000 or greater charge to project id's)

FOR INTERNAL USE ONLY -- Departmental/Project Approval

No history to display.

FOR INTERNAL USE ONLY -- Project Approval

No history to display.

FOR INTERNAL USE ONLY -- A/P Approval

No history to display.

Tel: 305.348.3413. Fax:305.348.1909  
[www.finance.fiu.edu/controllers/](http://www.finance.fiu.edu/controllers/)

Once approve or deny is selected a comment box and cancel button will appear. This will allow the approver to add any additional comments or use the cancel button to undo the action. Once the approver is done reviewing the eform they would need to submit the eform by pressing the SUBMIT button.

**FOR INTERNAL USE ONLY -- Departmental/Project Approval**

10/2/2018 1:57:05 PM      Approved     

**Denial**

-If the form is **denied**, an email will be sent automatically to the submitter. This email will allow the submitter to review the form.

Dear Roary Panther,

Please be advised that the unencumbered payment form for 2G ENTERPRISES was denied by rodrigja.

Please use the following link to review the form. If necessary, please submit a new form for approval. The denied form cannot be modified.

[Open form](#)

**Deletion**

If the form is **deleted**, a pop-up warning message will appear. *If the approver decides to delete the Unencumbered Payment form it will be completely deleted from the system.*

