Can I designate more than one “Approver” on my Financial Transaction Request (FTR)?

Tell Me

1. Yes. You can select the “Add Add'l Dept. Approver” button to add another approver.

   **Note**

   The “Approver” field will automatically default to the preparer’s direct supervisor; however, this field may be changed manually using the individual’s UNC Charlotte ID or by using the name lookup feature. If you do not know the individual’s 800#, begin to type the individual’s name (format: LastName, FirstName) in the ID field, and a list will display. Select the individual from the drop-down list, and their 800# and name will display automatically on the form.

   The form will not allow you to approve your own FTR.

2. The preparer will receive a “Submission Confirmation” email notification for any valid FTR submission sent to the designated “Approver.”
3. This notification will contain a link directly to the FTR document in the University’s Imaging System.
4. Anyone with the link and access to the imaging system may view the document during the approval process.

Info

Contact GeneralAccounting@uncc.edu for questions or feedback.

Related Articles

- How do I submit an FTR eForm?
- Can I designate more than one “Approver” on my Financial Transaction Request (FTR)?
- How do I save my Financial Transaction Request (FTR) for recurring entries?
- Who are Central Office Approvers for Financial Transaction Requests (FTR)?
- How will I know if my Financial Transaction Request (FTR) is “Approved”?