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

Tell Me

**Financial Transaction Request (FTR) Workflow**

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 not be allowed to submit the form until all invalid form field entries are resolved. All validation is on the front-end of the form submission. You will no longer receive “Submission Error” emails after November 16, 2017.
   
   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.

**Related Articles**

- Are Budget Revisions available on Financial Transaction Request (FTR) eForms?
- How do I submit a credit card payment deposit made from a University merchant account?
- 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?

**Info**

Contact GeneralAccounting@uncc.edu for questions or feedback.