

Financial Services

Date: 09/01/2011

**Approval Alerts Channel
FSJA-054**

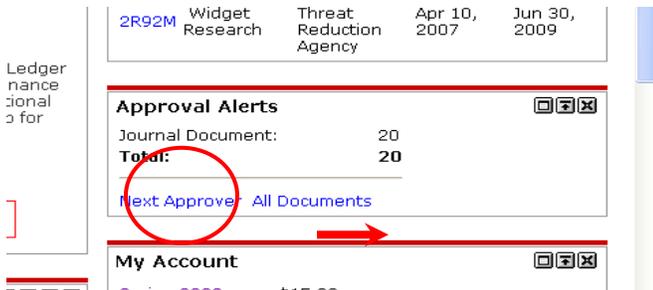
Users with any Finance Security will have the Finance Tab defaulted as a tab when they log into the MyUNM portal.

1. On the Finance tab.

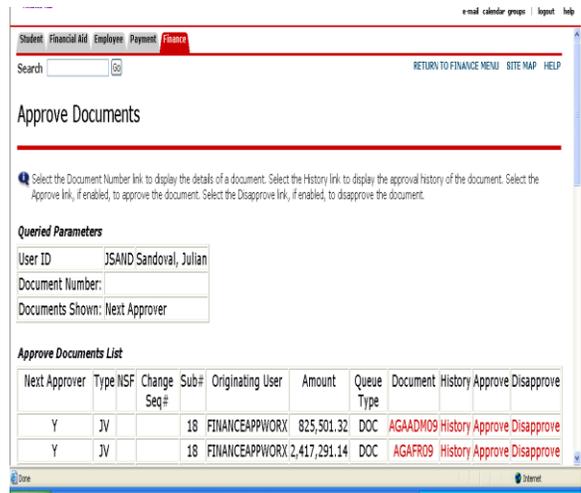


2. Go to the Approval Alerts channel. This channel lists Finance documents awaiting your approval.

3. Select the Next Approver link to be routed to Finance Self-Service.



5. Review and approve/disapprove Finance documents.



6. To add a channel, see FSJA-014 Adding a Channel on the FSR website under Job Aids. (www.unm.edu/~fssc).

****End****