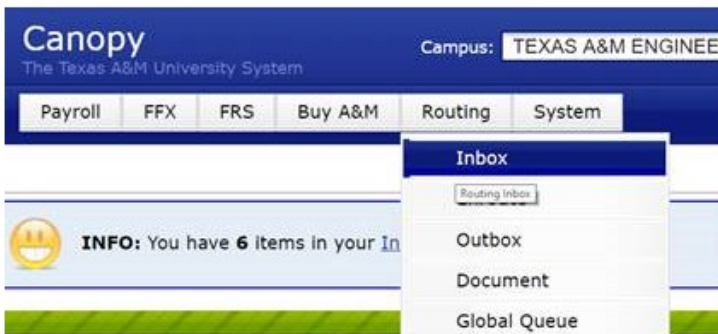


Canopy DCR Approvals

Upon logging into Canopy, you will see a message saying you have documents to approve.



Click Routing and then click Inbox.



This is how your Inbox will look:

Main Menu ▾ Routing ▾ Inbox

Document: Substitue: My Inbox Search for Substitute: Search

Approval Only: Yes No Manual Only: Yes No

Submit

INBOX CONTENT (TOTAL ITEMS: 6) DEFAULT VIEW

!	Document	Action	Status	Arrival Date	Summary	Account	Total	Creator	Create Date	Quick Action
	DCR28J802297	Approve	In Proc Rt	08/28/2018	Object Code Correction	*see doc*	\$0.00	Ethridge, Dana M	08/28/2018	Approve
	DCR28J802299	Approve	In Proc Rt	08/28/2018	Object Code Correction	*see doc*	\$0.00	Ethridge, Dana M	08/28/2018	Approve
	DCR28J802300	Approve	In Proc Rt	08/28/2018	Object Code Correction	*see doc*	\$0.00	Ethridge, Dana M	08/28/2018	Approve
	DCR28J802302	Approve	In Proc Rt	08/28/2018	Object Code Correction	*see doc*	\$0.00	Ethridge, Dana M	08/28/2018	Approve
	DCR28J802304	Approve	In Proc Rt	08/28/2018	Object Code Correction	*see doc*	\$0.00	Ethridge, Dana M	08/28/2018	Approve
	DCR28J802306	Approve	In Proc Rt	08/28/2018	Object Code Correction	*see doc*	\$0.00	Ethridge, Dana M	08/28/2018	Approve

prev 1 next Page: 1 of 1 Go Page size: 6 Change (Showing page 1 of 1, Items 1-6) Total items: 6

Click on the Document # (i.e. DCR28J802297) to open the first DCR up to review it (the “Quick Action” option is there in the last column if you know they are accurate and want to quickly approve without opening the DCR for review, but this method is not recommended).

Good idea to review the Description, Justification, open any attachments to review those, and then look at the Corrective Actions section, to see what changes are being made.

DCR Document: J802297 DCR FY: 2018 DCR Status: Closed (CL)
 Voucher: 9820870 Voucher FY: 2018 Type: Voucher (V)

Route Document: DCR28J802297 (Routing Document Report) Route Status: In Proc Rt (PR)

Description: Object Code Correction
 Justification Code: OBJECT CODE MODIFICATIONS (OC)
 Created By: Ethridge, Dana M (08/28/2018)
 Last Update By: Ethridge, Dana M (08/28/2018)

Attachments:

Name	Added Date	Added By	Deleted Date	Deleted By
Justification	8/28/2018 10:07:55 AM	Ethridge, Dana M		Delete

Account

Account	Account Description	Amount
250460-00000	OPERATING EXPENSE	\$0.00
	Net Total:	\$0.00

Edit

CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)											
Item	Orig	Account	SRS	Account Description	Subcode	Subcode Description	Dept	SubDept	Dept Name	Avail Amount	
1	Y	250460-00000	N	OPERATING EXPENSE	5810	Rental of Tools and Equipment	TURB		Turbomachinery Laboratory	\$0.00	
2		250460-00000	N	OPERATING EXPENSE	5842	Rental of Hotel Room/Conf Facility	TURB		Turbomachinery Laboratory	\$417.50	

CORRECTIVE ACTIONS														
Orig Item	Original Account	SRS	Original Bank	Original Amount	New Account	SRS	New Bank	New Account Description	New Subcode	New Subcode Description	Amount			
1	250460-00000-5810	N	07121	\$417.50	250460-00000	N	07121	OPERATING EXPENSE	5842	Rental of Hotel Room/Conf Facility	\$417.50	+	Edit	Delete

After reviewing, select a "Routing Action" from the drop down list.

- Approving the document sends it on for processing
- Reject sends it back for correction or deletion
- Forwarding options are only used if the document needs other approvals outside of the normal routing
- Holding is the same as taking no action
- Approvers should not need to recall a document

Inbox Enroute Outbox **Document** Global Queue User Profile

Document: DCR28J802297 Routing Action: **APPROVE (APP)**

Submit

DEPARTMENTAL CORRECTIONS

Select an action...
 Select an action...
APPROVE (APP)
 REJECT TO CREATOR (REJ)
 FORWARD TO PATH (FYP)
 APP AND ROUTE FOR APP (FYA)
 ROUTE FOR APP AND RETURN (FRA)
 PUT DOCUMENT ON HOLD (HLD)
 SEND INFORMATION COPY (FYI)

After selecting your Routing Action, you will need to press the "Submit" button. Then answer the pop-up boxes appropriately.

Repeat steps for all the documents in your inbox.