

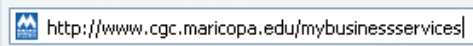
# How To Approve A Request In My Business Services

**Note:** In My Business Services, only Account Agents can approve a Business Services request. The following requests require approval:

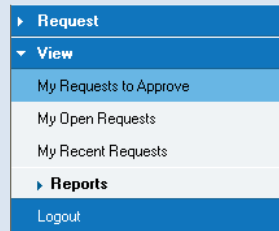
- Budget Transfers
- Payroll Transfers
- Journal Transfers
- Reclassification of Expense

**Steps:**

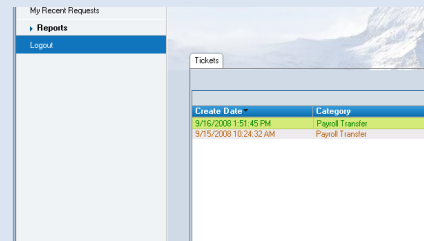
1. Navigate to *My Business Services*.
2. [www.maricopa.edu/mybusinessservices](http://www.maricopa.edu/mybusinessservices)



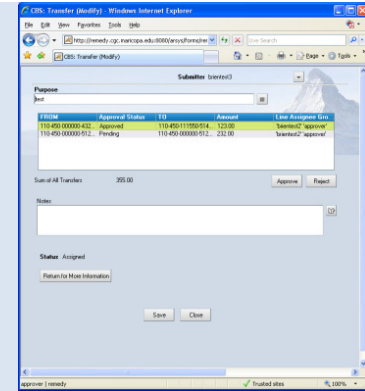
3. Click on *View*.
4. Click on *My Requests to Approve*.



5. A list of requests requiring approval will display.



6. Double click the desired request line to approve. The request information will open in a new window.



Review the request information for the following:

- the accuracy of request
- the purpose of request
- the budget impact.

7. Click the appropriate line in the Transfer Lines table to select it.

FROM	Approval Status	TO
110-450-00000-432...	Approved	110-450-111550-514... 1

8. Click the approve button to approve the selected line.

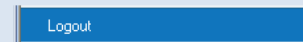


9. Repeat steps 7 through 8 for all lines of the request.

10. Click Save button to save approvals and send the request to College Business Services.



11. Logout of My Business Services



Other options are available to Account Agents to *return for more information* prior to approval or to *reject* a request. See the Users' Manual for more information.

*My Business Services - Version I*  
*College Business Services*  
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