

# How To

## Approve A Request from E-mail

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

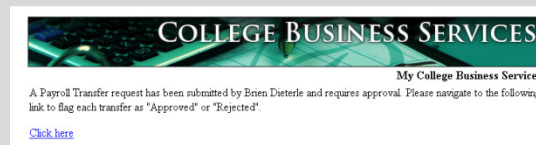
- Budget Transfers
- Payroll Transfers
- Journal Transfers
- Reclassification of Expense

**Steps:**

1. Open the auto-generated e-mail in the respective CGCC e-mail account.



2. E-mail will provide the link to log into My Business Services to approve the request.

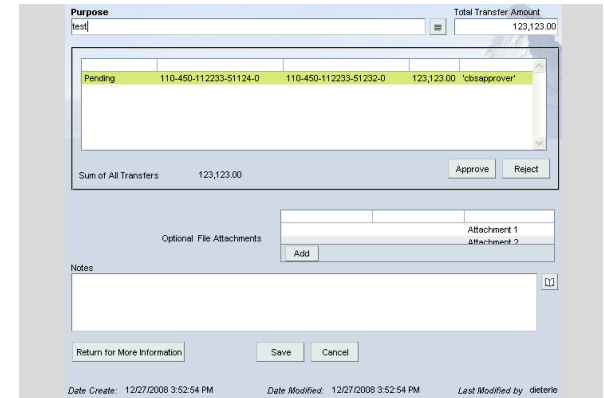


3. Click the link to open the request to review for approval.



4. The request will open in a new window once My Business Services is accessed. Review the request information for the following:

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



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

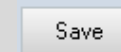
FROM	Approval Status	TO	A
110-450-000000-432...	Approved	110-450-111550-514...	1

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

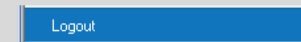


7. Repeat steps 1 through 4 for all lines of the request.

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



9. Logout of My Business Services.



10. Close the Browser window.

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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