



## Future Funding Change EPAF Approver Guide with Screenshots

1. Review the **EPAF Approver Email** to check that:
  - a) Labor distribution is allowable, allocable, and reasonable
  - b) Fund / Org / Account / Program are appropriate and accurate
    - i. Line in email is ordered: '1 Fund Org Account Program % Effort'
    - ii. To check Fund/Org: [Fund/Org Lookup](#)
  - c) Comments provide information as required by unit

1 ElectronicPAF@gmu.edu Patricia J Sperry  
EPAF for [REDACTED]

You have an electronic approval pending for:

G#: G00 [REDACTED]  
Name: [REDACTED]  
Position: F [REDACTED]Z, Suffix: 00  
Title: University Professor  
Approval Category: Change Labor Funding  
Transaction ID: 1455857  
\*\*\*\*\*  
Effective Date: 01-SEP-2020  
\*\*\*\*\*

1b 1 20 [REDACTED] 130745 61110 40700 10%  
1 10 [REDACTED] 130745 61110 40700 90%

1c \*\*\*\*\*  
Comments: [REDACTED]  
\*\*\*\*\*  
Submitted by: MNYKAMP  
\*\*\*\*\*

Please note that we do not recommend using Netscape for Banner's EPAFs. Open Internet Explorer and go to <https://patriotweb.gmu.edu/admin/> to review/approve this transaction.  
If you have any questions for Restricted Funds, please contact your Grants Accountant <http://osp.gmu.edu/staff-contacts/>.

2. Click on **Patriotweb link** at the bottom of the email

2 Please note that we do not recommend using Netscape for Banner's EPAFs. Open Internet Explorer and go to <https://patriotweb.gmu.edu/admin/> to review/approve this transaction.  
If you have any questions for Restricted Funds, please contact your Grants Accountant <http://osp.gmu.edu/staff-contacts/>.

3. Select **Admin Apps (Banner 9)** and login

Production  
Patriot Web Self Service  
3 Admin Apps (Banner 9)

4. Enter **NOAAPSM**

Welcome

Search Direct Navigat 4 noaap

Electronic Approval Summary (NOAAPSM)

5. Select “Yes” to be directed to transactions to approve

Forms NOQMENU 9.3.3 (PPRD)

You have 1 Electronic Approvals Transactions. Do you wish to view them now?

5 Yes No

6. Click on “Go”

ellucian Electronic Approval Summary NOAAPSM 9.3.5 (PPRD)

User ID: PSPERRY

Proxy For: [ ]

Submitted From: [ ]

Date

Submitted To Date: [ ]

Transaction Status: \* Pending

Queue Status: \* Pending

6 Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

7. Click on the **Transaction ID** to be reviewed

ellucian Electronic Approval Summary NOAAPSM 9.3.5 (PPRD)

User ID: PSPERRY Proxy For: Submitted From Date: Submitted To Date: Transaction Status: Pending Queue Status: Pending

Transaction Information Other Information and Comments Errors

TRANSACTION INFORMATION

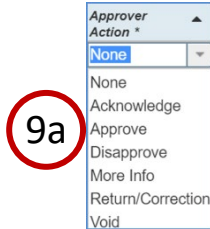
ID	Name	Approval Category	Description	Approver Action *	Apply	Queue Status	Required Action Indicator	Transaction Number	Transaction Created On	Transaction Status	Approved By ID
7	Ms	CHGLBR	Change Labor...	None	<input type="checkbox"/>	Pending	Approve	1455857	01/28/2020	Pending	

8. Click on "None" under **Approver Action** to populate dropdown

ID	Name	Approval Category	Description	Approver Action *	Apply	Queue Status	Required Action Indicator	Transaction Number	Transaction Created On	Transaction Status	Approved By ID
G00	Ms	CHGLBR	Change Labor...	None	<input type="checkbox"/>	Pending	Approve	1455857	01/28/2020	Pending	

9. To **Approve**:

a) Select "**Approve**" from the **Approver Action** dropdown and click **Save**



10. To **Return for Correction**:

a) Select **Other Information and Comments** tab

Transaction Information	Other Information and Comments	Errors
OTHER INFORMATION		
Created Date	01/28/2020	
Submitted Date	02/04/2020	
Application Date		
COMMENTS		

b) Enter **comments** and click **Save**

Date and Time: 02/04/2020 12:12:55

Made By: PSPERRY

Comments: End date of position is outside the period of performance of the award. Please add an explanation and a guarantee ORG or revise the end date.

Activity Date: 02/04/2020 12:18:37 PM Activity User: PSPERRY SAVE

c) Select **Transaction Information** tab

Transaction Information	Other Information and Comments	Errors
OTHER INFORMATION		
Created Date	01/28/2020	
Submitted Date	02/04/2020	

d) Select **“Return/Correction”** from the **Approver Action** dropdown and click **Save**

