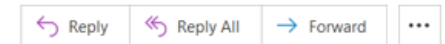


Spending Authority Approval/Decline (GFP)

1. Spending Authority delegates will receive the following email indicating a Graduate Student Funding Requires Spending Approval.

Graduate Student Funding Requires Spending Approval



Wed 2019-05-15 1:21 PM

Graduate Student Funding award EG000062 has been submitted for spending authority approval.

To approve/deny this request: Log into Dal Online- **Web for Administrators**-->**Electronic Forms and Transactions**-->**Graduate Funding Payments**.

This is a system generated email from the Graduate Student Funding System. If you have received this email, you currently have spending authority on the account. If this is in error please email finweb@dal.ca.

2. In a web browser, go to Dal Online (<https://dalonline.dal.ca>) and log into the system with your net id and password.
3. Click on the tab along the top of the screen. **Administrators** or click on **Web for Administrators** from the menu.
4. Click on **Electronic Forms and Transactions**
Electronic forms and transactions for administrative support
5. Click on **Graduate Funding Payments**
Approval of Graduate funding requests
6. On this screen, you will see all the pending Graduate Student Funding Requests.
7. To **approve** the request, check the “**Approve**” box corresponding to the request. Click the “**Save Changes**” button to save.

Spending Authority Approval/Decline (GFP)

8. To **deny** the request, **enter in a comment** in the comment area, check the “**Deny**” box corresponding to the request. Click the “**Save Changes**” button to save.

Graduate Student Funding Requests

Funding Year	Document ID	Student ID	Student Name	Major	Degree	Award	GL Account	Amount	Approve	Deny
2019-2020	EG000047			Occupational Therapy	Master of Science	Alzheimer's Society		\$3,000.00	<input type="checkbox"/>	<input type="checkbox"/>
2019-2020	EG000052			Social Work	Master of Social Work	CIHR CGSD Scholarship		\$1,500.00	<input type="checkbox"/>	<input type="checkbox"/>
2019-2020	EG000056			Nursing	Master of Nursing	Arthritis Society		\$2,000.00	<input type="checkbox"/>	<input type="checkbox"/>
2019-2020	EG000045			Social Work	Master of Social Work	Alzheimer's Society		\$500.00	<input type="checkbox"/>	<input type="checkbox"/>
2019-2020	EG000055			Nursing	Master of Nursing	Alzheimer's Society		\$1,000.00	<input type="checkbox"/>	<input type="checkbox"/>
2019-2020	EG000050			Chemistry	Master of Science	CIHR CGSMA Scholarship		\$17,500.00	<input type="checkbox"/>	<input type="checkbox"/>

Please include a comment if denying a request.

[Save Changes](#)

9. To **view any previous requests** that have been authorized, click on [View Previous Authorizations](#)

Graduate Student Funding Requests

May 15, 2019 02:59 pm

Funding Year	Document ID	Student ID	Student Name	Major	Degree	Award	GL Account	Amount	Approve	Deny
2019-2020	EG000057			Social Work	Master of Social Work	CIHR Vanier Scholarship		\$9,000.00	15-May-2019	
2019-2020	EG000060			Microbiology & Immunology	Master of Science	AMSI Bursary		\$4,500.00	06-May-2019	