Finance Transformer

Funding Source on Approval Notifications
In collaboration with Research Services and the TOPS Research & Innovation Support Transformer, we have now launched an enhancement to the approval notifications process.

From 29 April 2020, all requisition and expense claim approval notifications will display the funding source associated with the project code charged for the expenditure. For grant funded approvals in particular, up-front identification of the funder will streamline the process to validate expenditure against the relevant terms and conditions. This replaces the previous multi-step process and reduces the administration attached to approving 100,000 requisitions and 35,000 expense claims per annum.

This guide explains where to find the funding source on the approval notifications received by email or viewed within MyFinance.

### Funding Source on Email Approval Notifications

1. **The Funding Source** on requisition approval email notifications can be found next to the **Award Name**:

   ![Image](Image)

   **Description**
   - The Funding Source on requisition approval email notifications can be found next to the Award Name.

2. **The Funding Source** on expense claim approval email notifications can be found next to the **Award Name**:

   ![Image](Image)

   **Description**
   - The Funding Source on expense claim approval email notifications can be found next to the Award Name.

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**Note:**
- Please click on one of the following links to automatically generate an IT mail response. Before sending the IT mail response to close the notifications, ensure all response prompts include a desired response value within quotes.
- Please approve or reject Brio requests.

**Action:** Approve Reject Request Information
1. The **Funding Source** on requisition approval notifications can be found next to award name:

![Funding Source on Requisition Approval](image1)

2. The **Funding Source** on expense claim approval notifications can be found under **Show All Details**:

![Funding Source on Expense Claim Approval](image2)