



Approving a Capital Cost Transfer

1. Financial Approvers will receive notification of a Capital Cost Transfer request awaiting approval in their queue via email.
2. To begin the approval, log in to <https://sparc.stanford.edu>. This will open the SPARC web portal.
 - a. Select the Capital Cost Transfer by clicking anywhere within the application title box
 - b. This will open the application dashboard. This is a personal dashboard page and transactions you originate will be stored in the history sections. To approve a pending transaction, click on the arrow icon for "Requests for Financial Approval"
 - c. A list with all outstanding requests requiring your approval will open, click the desired pending request by clicking on the request number.
3. The select request will open all the adjusted Invoice lines.
 - a. Approve or reject all transaction lines by clicking the red "Approve All" or "Reject All" button in the upper right corner of the request.
 - b. If you need to only adjust selected lines, use the individual "Action" buttons to the right of each line and select approve/reject.
4. Upon approving the request (or any lines from it), the approved lines move to PMO for final approval and upload. Capital Cost Transfers are processed via the PA Invoice system (APINV).
5. Rejected requests will return to the originator's dashboard, in "Revoked Requests". The rejection action allows for Notes to the originator from the Financial Approver to correct the errors causing the action and resubmit for Approval.
6. Allow at least 3 business days for the transaction to be fully processed and uploaded, at which time it will reflect on expenditure statements. The originator will receive an email confirmation when the upload is successful.