# Accounts Admin-Financial Approval

## Overview

Purchase financial user provides financial approval to a purchase request.

## Process of Financial Approval

Financial user can follow these steps to approve a purchase request financially:

1. Login to Campuslabs ERP using your credentials.
2. Select “Accounts Admin” role.
3. Click on “Purchase Inbox” from left menu pane.
4. The requests will be shown with “Forwarded” status in the Inbox(figure-1).



1. Double click on the mail to open it.
2. Click on “Forward” button and select the next person in the workflow from the “Forward this request to” dropdown, enter the remarks(figure-2).
3. Click on “Financial Approval” button as shown in figure-2.



After this process the purchase request will be financially approved.