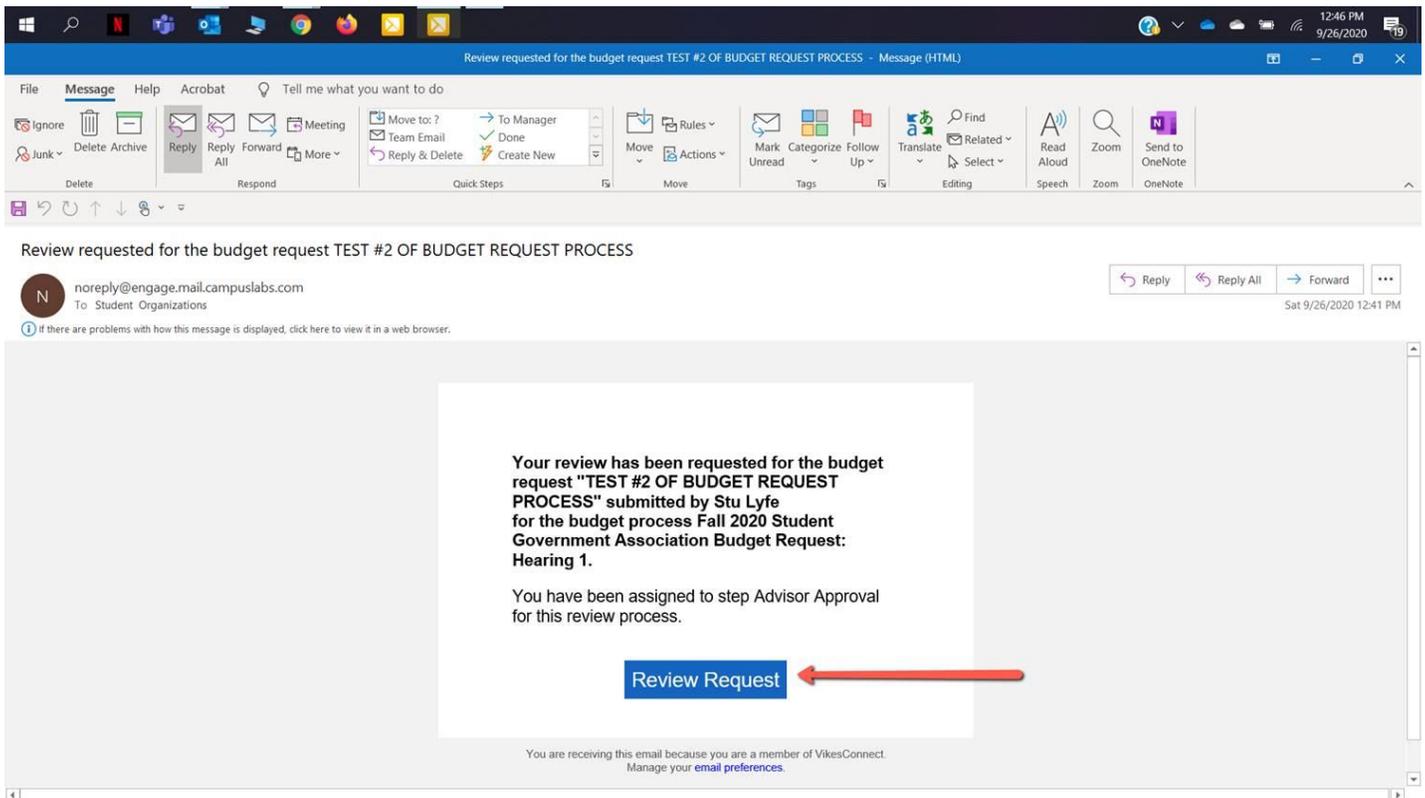


In the [VikesConnect](#) platform, there is a two-step review process of budget requests once they are submitted by a Recognized Student Organization (RSO). The first review step is called the **Advisor Approval Step** which is for the advisor to review and then act upon the request. Advisor “approval” comes in the form of moving the request to the next step in the process, which is the **Allocating Body Approval Step**.

However, the way the software was designed, when the advisor moves the request to the next step, they will see an “Access Denied” screen. **This is not a mistake.** Unfortunately, once the advisor moves the request to the next step, the software tries to move them to it, but advisors are not meant to have access to that Allocating Body Approval step and thus the “Access Denied” page.

The screen shots below provide an example:

1. When the organization submits a budget request for funding, the advisor will receive an email from the VikesConnect platform. In the example below, notice the name of the budget request and requestor. Be aware that **only the organization’s treasurer or president may submit these requests**. If the name of the submitter is not one of those two individuals, we strongly urge the advisor to contact the organization’s president and inquire as to why that person submitted the request. To review the request, simply click on the blue “REVIEW REQUEST” button.



2. After clicking on the button, the computer's default web browser program will open, and it will take the user to the finance tool in VikesConnect. Here the budget request in question can be seen. **Notice the step is the "Advisor Approval"**. Simply click on the request name to begin the review process.

The screenshot shows a web browser window displaying the VikesConnect Finance Requests page. The page header includes the Cleveland State University logo and a user profile icon. The main content area is titled "Finance Requests" and features a search bar and several filter dropdowns: "Status" (Reviewable Requests), "Branch" (All Branches), and "Process" (All Processes). A table of results is displayed, with one entry highlighted by a red box and a red arrow pointing to the "Step: Advisor Approval" text. The entry details are: "The Fictional Organization (Stu Lyfe)", "TEST #2 OF BUDGET REQUEST PROCESS", "No. 92618", "Submitted Sep 26, 2020", "Status: Submitted", "Step: Advisor Approval", and "\$250.00". Below the table, a green checkmark icon and the text "All Results Loaded" are visible.

AllCurrentlyReviewable : 1 result		Export	PDF	Sort by	Submitted Date	
The Fictional Organization (Stu Lyfe)						\$250.00
TEST #2 OF BUDGET REQUEST PROCESS						
No. 92618	Submitted Sep 26, 2020	Status: Submitted	Step: Advisor Approval			

3. In the example below, there are three options available to advisors. The advisor can either deny the request, return the request for follow up or forward to next step. If, after the advisor reviews the request, they wish to approve, simply click on the 'FORWARD TO NEXT STEP' button.

The screenshot displays the 'Review Request' interface for request ID 92618. The page is titled 'TEST #2 OF BUDGET REQUEST PROCESS'. Key details include: Request ID 92618, Budgeting Process 'Fall 2020 Student Government Association Budget Request: Hearing 1', Created By 'Stu Lyfe', On Behalf Of 'The Fictional Organization', and Description 'TESTING BUDGET REQUEST PROCESS. DO NOT USE.' The 'Request History' section shows a previous action: 'Moved Back to: Advisor Approval' on 9/26/2020, 12:44PM by Daniel Lenhart. The 'Advisor Approval' step is active, and the 'FORWARD TO NEXT STEP' button is highlighted with a red box.

Request Details:

- Request ID:** 92618
- Budgeting Process:** Fall 2020 Student Government Association Budget Request: Hearing 1
- Created By:** Stu Lyfe
- On Behalf Of:** The Fictional Organization
- Description:** TESTING BUDGET REQUEST PROCESS. DO NOT USE.
- Requested Total:**

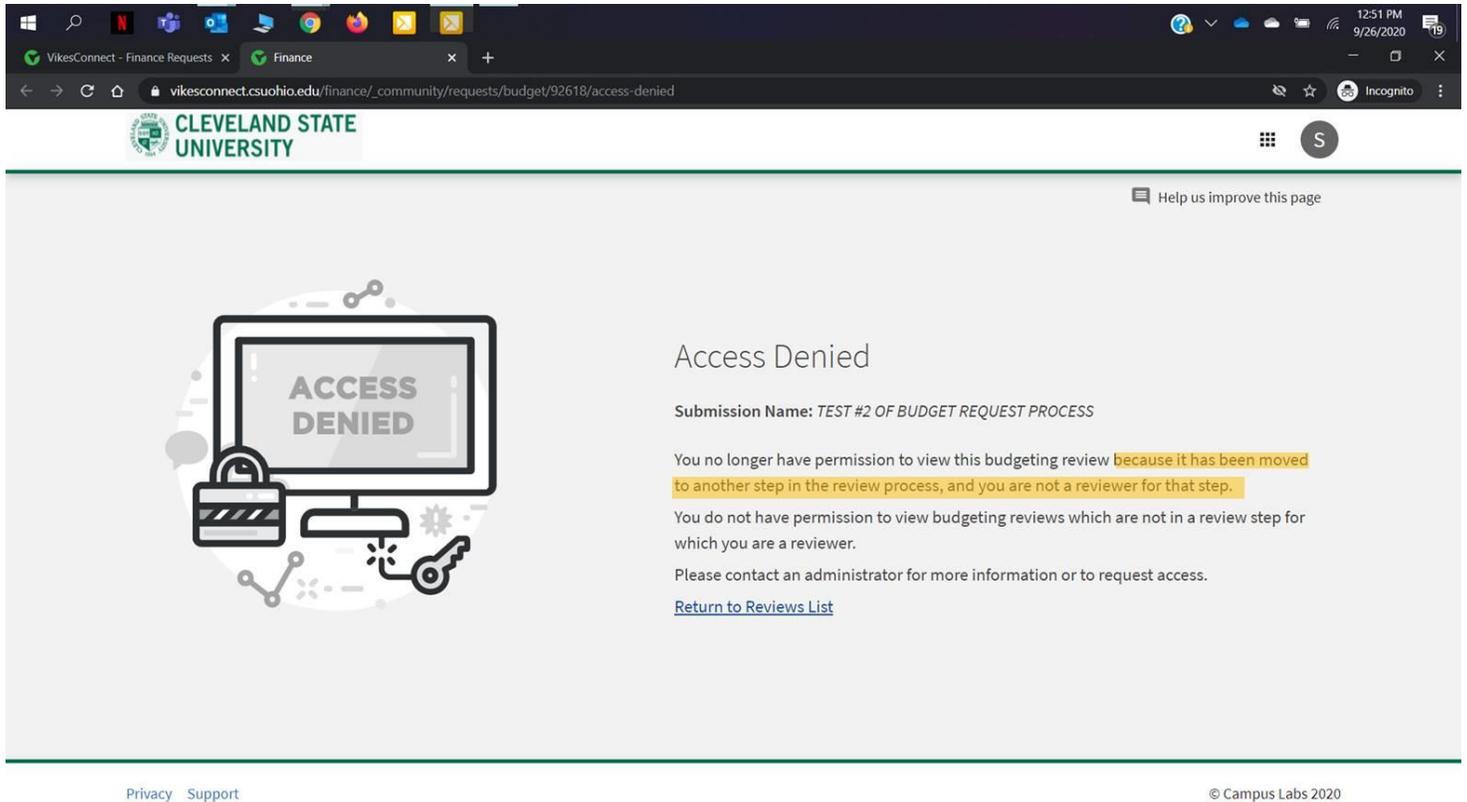
Advisor Approval Step:

- Buttons:** DENY REQUEST, FORWARD TO NEXT STEP (highlighted), RETURN FOR FOLLOW-UP
- Additional Reviewers:** ADD REVIEWER (No reviewers have been manually added to this step.)

Request History:

- Action:** Moved Back to: Advisor Approval
- Date/Time:** 9/26/2020, 12:44PM
- User:** Daniel Lenhart

- This is where it gets a bit confusing. Once the advisor clicks on the “FORWARD TO NEXT STEP” button, they will see the “Access Denied” screen. This is normal. Please note in the explanation box it states “You no longer have permission to view this budgeting review **because it has been moved to another step in the review process, and you are not a reviewer for that step.**” So, getting the “Access Denied” screen is a good thing! It means the advisor correctly approved the request!



The screenshot shows a web browser window with the URL `vikesconnect.csuohio.edu/finance/_community/requests/budget/92618/access-denied`. The page header includes the Cleveland State University logo and a 'Help us improve this page' link. The main content area features an illustration of a computer monitor displaying 'ACCESS DENIED' next to a padlock and a key. The text on the page reads: 'Access Denied', 'Submission Name: TEST #2 OF BUDGET REQUEST PROCESS', 'You no longer have permission to view this budgeting review because it has been moved to another step in the review process, and you are not a reviewer for that step.', 'You do not have permission to view budgeting reviews which are not in a review step for which you are a reviewer.', 'Please contact an administrator for more information or to request access.', and a link to 'Return to Reviews List'. The footer contains 'Privacy Support' and '© Campus Labs 2020'.

12:51 PM
9/26/2020

VikesConnect - Finance Requests x Finance x +

vikesconnect.csuohio.edu/finance/_community/requests/budget/92618/access-denied

CLEVELAND STATE UNIVERSITY

Help us improve this page

ACCESS DENIED

Submission Name: TEST #2 OF BUDGET REQUEST PROCESS

You no longer have permission to view this budgeting review because it has been moved to another step in the review process, and you are not a reviewer for that step.

You do not have permission to view budgeting reviews which are not in a review step for which you are a reviewer.

Please contact an administrator for more information or to request access.

[Return to Reviews List](#)

Privacy Support

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As can be seen in the image below, this example budget request is now in the next step, “Allocating Body Approval”. This is where SGA Finance committee takes over and reviews the request.

The screenshot displays the 'Review Request' interface for request ID 92618. The page is titled 'Review Request' and has tabs for 'REQUEST', 'ADDITIONAL INFORMATION', and 'BUDGET'. The main content area is divided into two columns. The left column contains details about the request, including the Request ID (92618), Budgeting Process (Fall 2020 Student Government Association Budget Request: Hearing 1), Created By (Stu Lyfe), On Behalf Of (The Fictional Organization), Description (TESTING BUDGET REQUEST PROCESS. DO NOT USE.), and Requested Total (\$250.00). The right column contains the current step, 'Allocating Body Approval', which is highlighted with a red box. Below the step name are four buttons: 'APPROVE REQUEST' (with a green checkmark icon), 'DENY REQUEST' (with a red X icon), 'BACK TO PREVIOUS STEP' (with a blue left arrow icon), and 'RETURN FOR FOLLOW-UP' (with a yellow right arrow icon). Below these buttons is the 'Additional Reviewers' section, which includes an 'ADD REVIEWER' button and a note that no reviewers have been manually added to this step. At the bottom of the right column is the 'Request History' section, which includes an 'ADD COMMENT' button and a single entry: 'Moved Forward to: Allocating Body Approval' on 9/26/2020 at 12:51PM by Stu Dent-Orgs. A red arrow points from the 'Request History' entry to the 'Allocating Body Approval' step name.

If you have any questions or concerns, please contact Dan Lenhart at d.lenhart@csuohio.edu.