Vice President Approval Guide for University Budget Amendments

Step 1: Log into Questica at https://csun.questica.com/ using single-sign-on credentials.

From the landing page, select Operating>Change Requests.
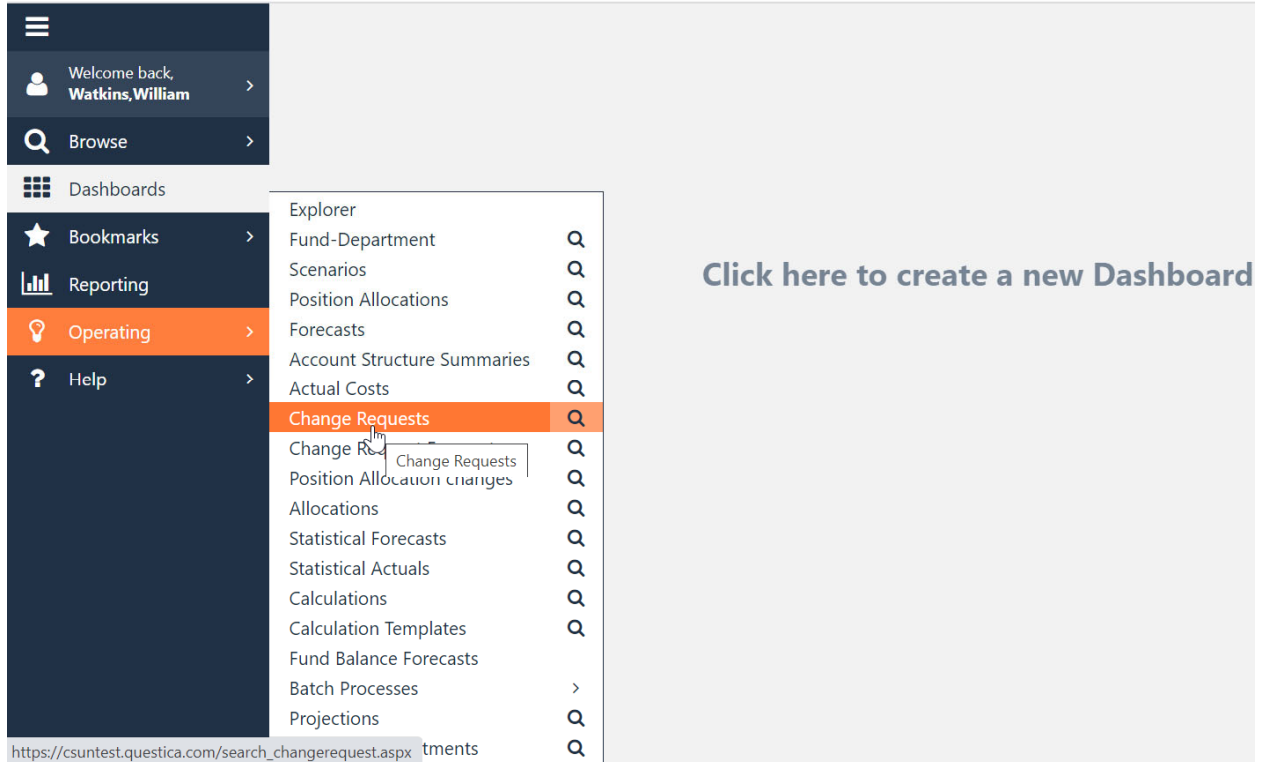
Step 2: Click **Search** on the Change Request page.
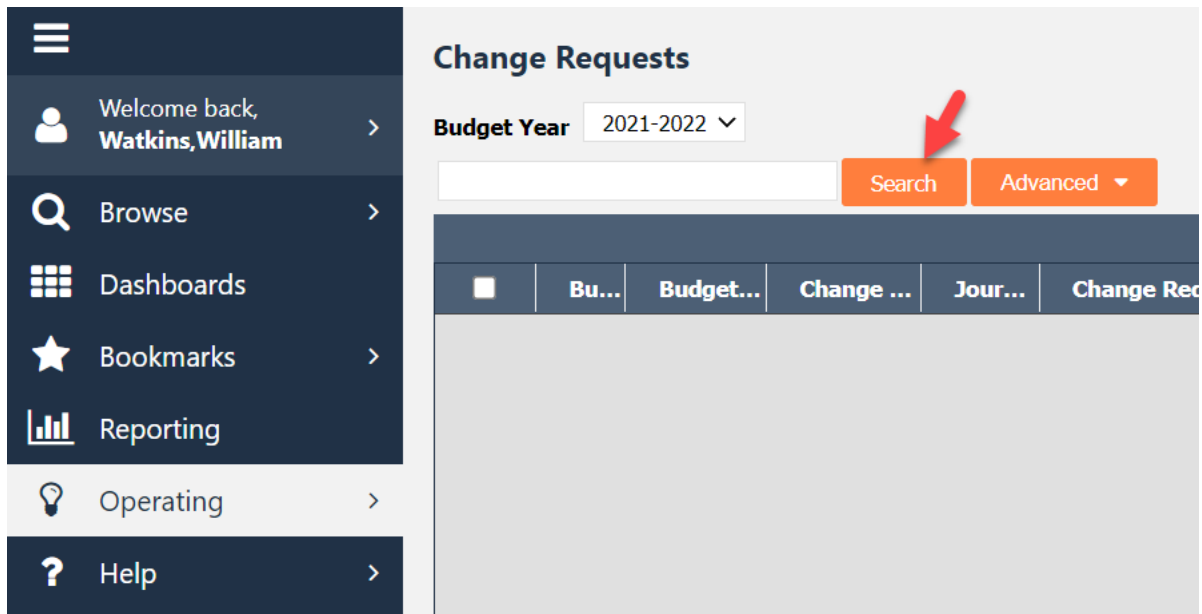
Step 3: Select the change request that needs to be reviewed (It will not be grayed out) from the list.

Step 4: Right click and select Open Change Request.

Step 5: Review the request on the page. Documents or Notes supporting the request can also be viewed from this page.

There are three possible actions that can be taken with each change request:
**Promote:** Promoting the request approves it to move to the next approver. (Steps 6 & 7)
Declined: Terminates the request and notifies the requestor. The request cannot be resubmitted. (Steps 6a & 7a)
Demote: The request is sent back to the requestor for modification and resubmission. (Steps 6b & 7b)
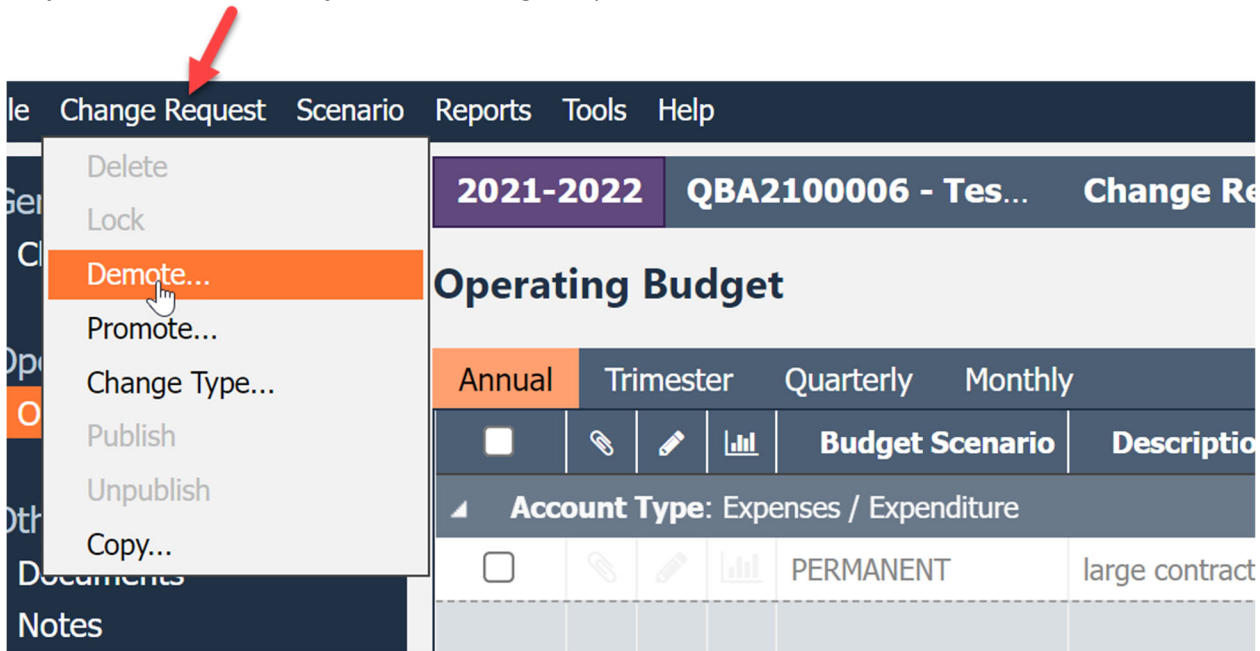

Step 6: To **approve the request**, Click Change Request, then Promote.
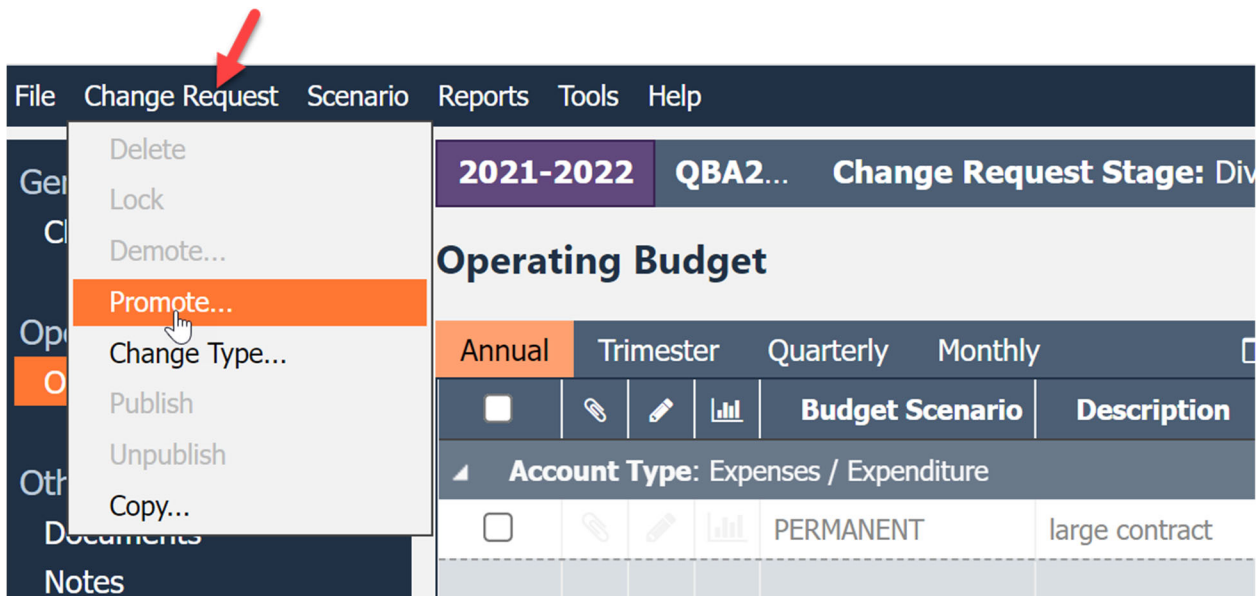

Step 7: Click OK. An email will be sent to the Budget Office notifying them the request is waiting for review. Comments can be entered which will be sent with the email message.
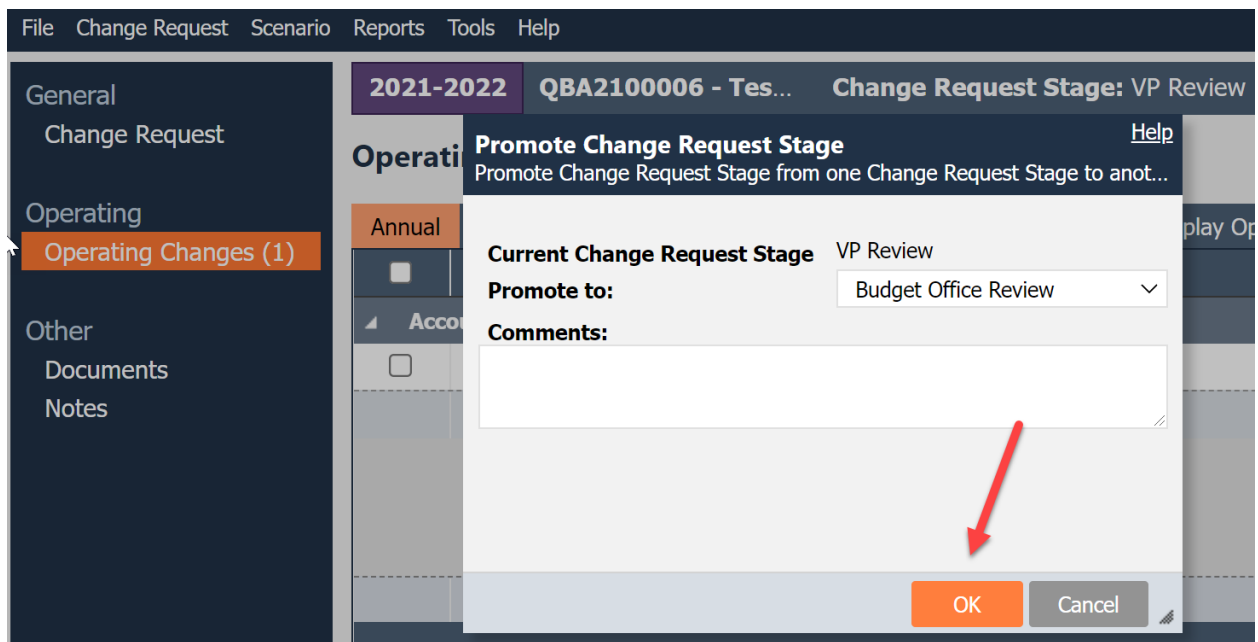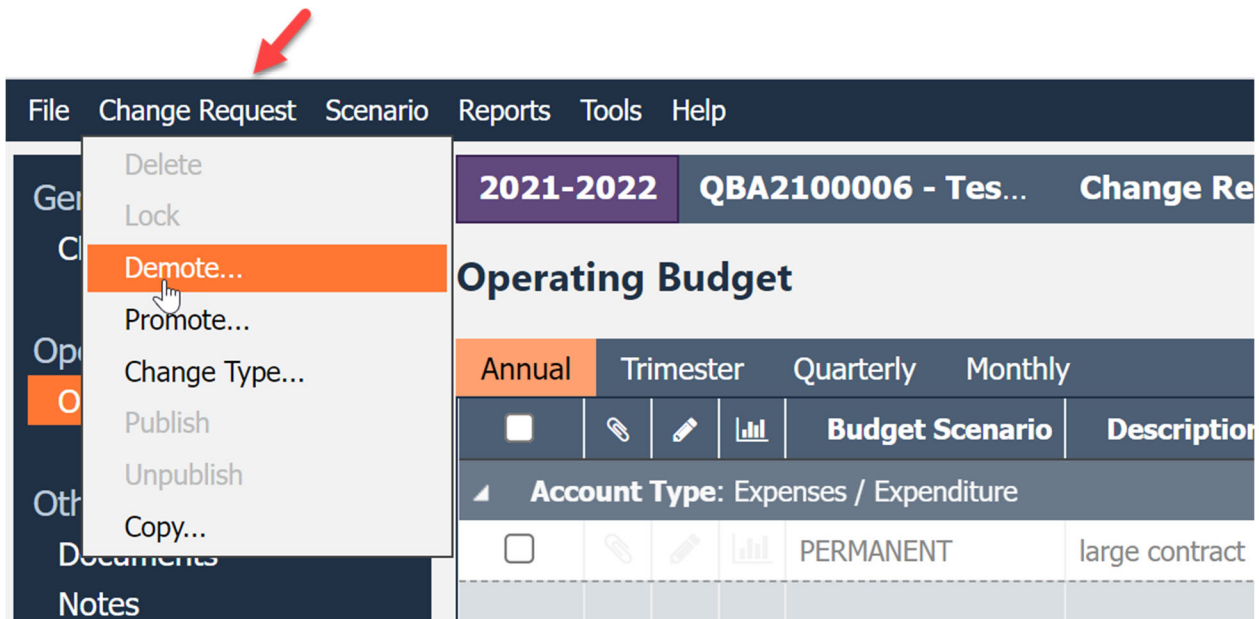
Step 6a: To **decline the request**, Click Change Request then Demote.

Step 7a: Select Declined from the drop-down list, enter a comment (required), Click OK. The requestor will be notified and the request will be terminated.
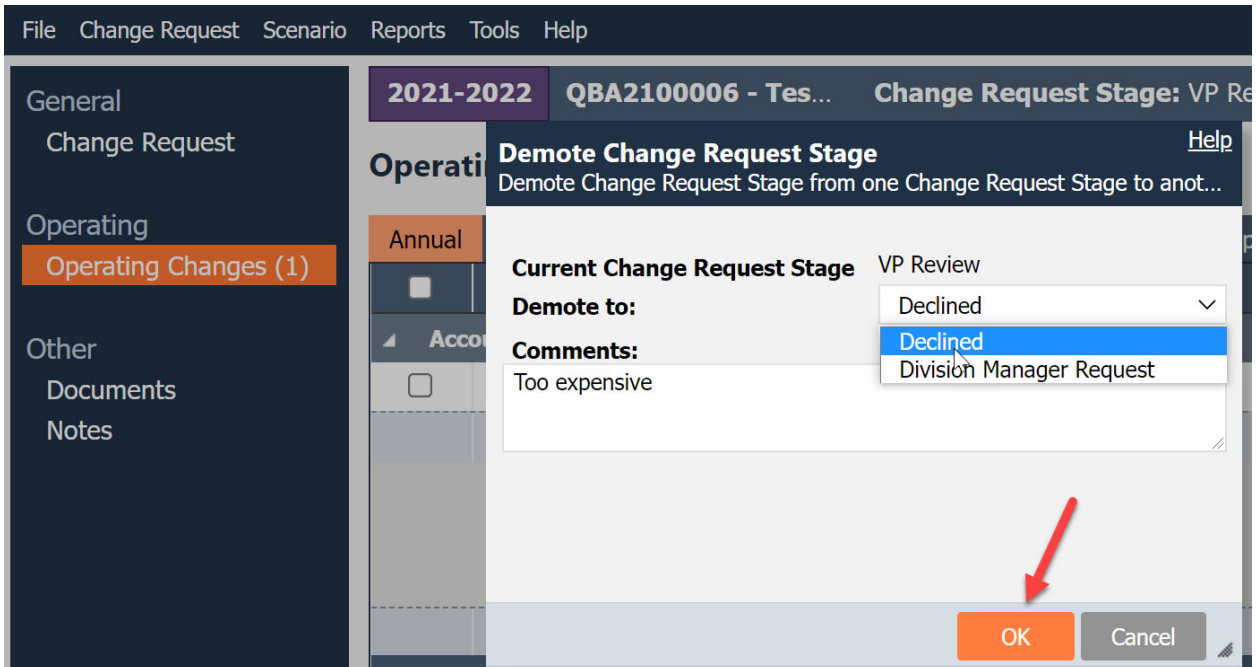
Step 6b: To **demote the request** for modification Click Change Request then Demote.

Step 7b: Select Division Manager Request from the drop-down list, enter a comment (required), Click OK. The requestor will be notified and the request can be reviewed, updated and sent for approval.