

AP.080.041 – ADDING/UPDATING ADDITIONAL DEPARTMENT APPROVER

Purpose	To add/update an additional Department Approver.
Description	<p>The Department Approver page can be used to specify new approvers. The users specified on this page must also have the appropriate security roles to approve the Payment Request.</p> <p>By default the department approval workflow routes to only one department manager which is defined on the Department ChartField Values page. If the institution wishes to have multiple department approvers, use the Department Approver page.</p>
Security Role	BOR_GL_CHARTFIELDS
Dependencies/ Constraints	Additional Department Approvers must have their security roles and user preferences assigned before they are able to take approval action.
Additional Information	Before using this page for the first time, submit an ITS Helpdesk ticket to make a change to the institution’s workflow configuration.

Procedure

Below are step-by-step instructions on how to add/update additional Department Approver.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the Set Up Financials/Supply Chain link.
4.	Select the Common Definitions link.
5.	Select the Design ChartFields link.
6.	Select the Define Values link.
7.	Select the Department Approver link.
8.	Enter the SetID in the SetID field.
9.	Select the Search button.
10.	On the Find an Existing tab, enter the institution's SetID to modify approver(s) and click the Search button.
11.	Select one of the following options from the list below: <ul style="list-style-type: none"> • To add a new Approver, see Step 12. • To update an existing Approver, see Step 13. • To remove an existing Approver, see Step 14.
12.	To add a new Approver for an existing department, select the plus (+) icon to add a new row and enter the following: <ul style="list-style-type: none"> • Department ID • Approver ID <p>Note: the Approver column should populate based on the information entered in Approver ID field.</p> <p>Proceed to Step 15.</p>
13.	To update an existing Approver, locate the appropriate department row. Then, click in the Approver ID field and enter the new Approver ID. Proceed to Step 15.
14.	To remove an existing Approver, select the minus (-) icon next to the appropriate Approver ID.
15.	Select the Save button.