

## EP.010.071 – ADDING/UPDATING ADDITIONAL DEPARTMENT APPROVER

<b>Purpose</b>	To add/update an additional Department Approver.
<b>Description</b>	<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 requisition.</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>
<b>Security Role</b>	<b>BOR_GL_CHARTFIELDS</b>
<b>Dependencies/ Constraints</b>	Additional Department Approvers must have their security roles and user preferences assigned before they are able to take approval action.
<b>Additional Information</b>	Before using this page for the first time, submit an <a href="#">ITS Helpdesk</a> 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 <b>NavBar</b> icon.
2.	Click the <b>Menu</b> icon.
3.	Click the <b>Set Up Financials/Supply Chain</b> link.
4.	Select the <b>Common Definitions</b> link.
5.	Select the <b>Design ChartFields</b> link.
6.	Select the <b>Define Values</b> link.
7.	Select the <b>Department Approver</b> link.
8.	Enter the SetID in the <b>SetID</b> field.
9.	Select the <b>Search</b> button.
10.	Select one of the following options from the list below: <ul style="list-style-type: none"> <li>• To add a department Approver for the first time, see Step 11.</li> <li>• To add a new Approver, see Step 12.</li> <li>• To update an existing Approver, see Step 13.</li> <li>• To remove an existing Approver, see Step 14.</li> </ul>
11.	To add a department Approver for the first time, select the Add a New value tab and add the institution's SetID.  Proceed to Step 12.
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"> <li>• Department</li> <li>• Approver ID</li> </ul> <p><b>Note:</b> the Approver column should populate based on the information entered in Approver ID field.</p> Proceed to Step 15.
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.

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Step	Action
14.	To remove an existing Approver, select the minus (-) icon next to the appropriate Approver ID.
15.	Select the <b>Save</b> button.