Verify Approval Assignments

This guide shows how to navigate to approval assignments and verify who is assigned to a specific approval role. Navigation is NavBar > Navigator > Set Up Financials/Supply Chain > Product Related > Expenses > Management > Approval Setup > Approver Assignment

1. Enter your Business Unit number in the GL Business Unit field.

Approver Assignment	
Enter any information you have and click Search. Leave fields blank for a list of all values.	
Find an Existing Value Add a New Value	
▼ Search Criteria	
*GL Business Unit = 🗸	
Approver Profile begins with 🗸	
Search Clear Basic Search 🖉 Save Search Criteria	
	Made with Tango.us

2. Click Search.

*GL Business Unit 🛛 = 🗸	00032	٩
Approver Profile begins with 🗸		٩
Search Clear Basic Search	n 🖾 Save Search Criteria	
Find an Existing Value Add a New \	/alue	
		Made with Tango.us

3. Click on the approval role you want to view.

00032	AOS	
00032	FISCAL-ER	
00032	FISCAL-TA	
00032	IDOA	
00032	TRVLDEPTER	
00032	TRVLDEPTTA	
Find an Existing	Value Add a New Value	
		Made with Tango.us

A list of all approval roles should appear when you clicked Search in the previous step.

4. Everyone assigned to that approval role should appear. The departments each person approves for is also displayed in the results.

To view another approval role, you can either click Return to Search or use the Previous in List and Next in List buttons to scroll through the available approval roles for your agency.

User Id	Employee ID	Name	Department From	Departmen
A342713	10000342713	Andrea Ramirez - 00032	211000	211012
Save	eturn to Search	revious in List	Notify	Add