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 = ▾ [00032]

Approver Profile begins with ▾ [   ]

[Search] [Clear] Basic Search Save Search Criteria

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2. Click Search.

*GL Business Unit = ▾ [00032]

Approver Profile begins with ▾ [   ]

[Search] [Clear] Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

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

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.