
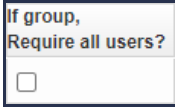



## Adding Additional Users To An Approval Table

Last Modified on 01/08/2025 11:19 am EST

# Adding Additional Users To An Approval Table

How to add additional approvers when creating an entry (PO, Inv, JE, or Payment batch):

- From the entry screen menu, click  .
  - Click to add an approver.
    - If the approver added is a User Group, indicate if approval is required for all users in the Group.  

    - If desired, set Proxy Approvers (1&2).
    - If desired, add an additional email that should be notified.
  - Click  to remove any added approver.
  - Indicate if the approver(s) should be added.
    - **Before:** any approvers added before will be listed as the first approvers in the approval table.
    - **After:** any approvers added after will be listed as the last approvers in the approval table before any approvers added from the (Last) group.
  - Click **OK**.
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