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# 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 

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- 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 approvers.
- 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**.