



Adding Additional Users To An Approval Table

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

- From the entry screen menu click  Add Approvers
 - 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 group,
Require all users? |
| <input type="checkbox"/> |
- 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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