



## **HowTo: Approve Alternate Requests**

Welcome to our HowTo guide for Approving Alternate Requests. Please note, you must be an Account Executive in order to issue approvals.

This is a walk-through of the process, created to make your job easier.

If you have any questions after reading this guide, [please contact us](#).

**The links to the GFA Application on the front page of CIS.**



The GFA homepage has many links on the navigation bar, located at the top.



Select *Designate Alternates (1)*, then *Account Executive Approvals (2)*.



**Instructions will appear – read through them carefully, then click *Close* to proceed.**

**Account Executive Approvals Instructions**

Please use the drop down menus in the first column of the Pending Approvals Table – to Approve or Deny an individual Account Alternate

If you would like to Approve or Deny All Account Alternate Requests use the the Fill Down menu in the Pending Approvals Table heading column

**\*\*Note\*\*** the image indicates that the Account Alternate does not yet have a signature on file. Requests can not be approved until the Account Alternate has a signature captured

**\*\*Click\*\*** on the image to email the Account Alternate a link to the capture signature page of Grant Signature Authority

**Select an action (1) for each Alternate (2), Activity (3), and Date Range (4).**

**Account Executive Approvals**

**Pending Approvals for LARSON,CARL A.**

Fill Down	Account Alternate Name/EmplID	Funding Source	Description	Account Executive	Fund	Type	Date From	Date To
<input type="text" value="No Action"/>	LONG-PRATT,JENNIFER 00530707	01-01342	CHEMISTRY COPY CENTER	LARSON,CARL A. 00308703	2000	ALL	11/01/2014	12/31/2015
<input type="text" value="No Action"/>	CHURCH,DEAN BRUCE 00103917	01-01343	CHEMISTRY INSTRUMENTS	LARSON,CARL A. 00308703	2000	ALL	11/01/2014	12/31/2015
<input type="text" value="No Action"/>	LEVANDOWSKI,JOHN THOMAS 00051079	01-01343	CHEMISTRY INSTRUMENTS	LARSON,CARL A. 00308703	2000	ALL	11/01/2014	12/31/2015
<input type="text" value="No Action"/>	LONG-PRATT,JENNIFER 00530707	01-01343	CHEMISTRY INSTRUMENTS	LARSON,CARL A. 00308703	2000	ALL	11/01/2014	12/31/2015
<input type="text" value="No Action"/>	CHURCH,DEAN BRUCE 00103917	01-01348	CHEMISTRY-GC-MS	LARSON,CARL A. 00308703	2000	ALL	11/01/2014	12/31/2015

**Note: You can use *Fill Down* to set the action for all pending requests.**


**Account Executive Approvals**  
**Pending Approvals for LARSON,CARL A.**

(1 of 1) 1 25

Fill Down	Account Alternate Name/EmpID	Funding Source	Description	Account Executive	Fund	Type	Date From	Date To
Approve All	LONG-PRATT,JENNIFER 00530707	01-01342	CHEMISTRY COPY CENTER	LARSON,CARL A. 00308703	2000	ALL	11/01/2014	12/31/2015
Approve	CHURCH,DEAN BRUCE 00103917	01-01343	CHEMISTRY INSTRUMENTS	LARSON,CARL A. 00308703	2000	ALL	11/01/2014	12/31/2015
Approve	LEVANDOWSKI,JOHN THOMAS 00051079	01-01343	CHEMISTRY INSTRUMENTS	LARSON,CARL A. 00308703	2000	ALL	11/01/2014	12/31/2015
Approve	LONG-PRATT,JENNIFER 00530707	01-01343	CHEMISTRY INSTRUMENTS	LARSON,CARL A. 00308703	2000	ALL	11/01/2014	12/31/2015
Approve	CHURCH,DEAN BRUCE 00103917	01-01348	CHEMISTRY-GC-MS	LARSON,CARL A. 00308703	2000	ALL	11/01/2014	12/31/2015

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Submit Reset

**Click *Submit* when you are finished.**


**Account Executive Approvals**  
**Pending Approvals for LARSON,CARL A.**

(1 of 1) 1 25

Fill Down	Account Alternate Name/EmpID	Funding Source	Description	Account Executive	Fund	Type	Date From	Date To
Approve All	LONG-PRATT,JENNIFER 00530707	01-01342	CHEMISTRY COPY CENTER	LARSON,CARL A. 00308703	2000	ALL	11/01/2014	12/31/2015
Approve	CHURCH,DEAN BRUCE 00103917	01-01343	CHEMISTRY INSTRUMENTS	LARSON,CARL A. 00308703	2000	ALL	11/01/2014	12/31/2015
Approve	LEVANDOWSKI,JOHN THOMAS 00051079	01-01343	CHEMISTRY INSTRUMENTS	LARSON,CARL A. 00308703	2000	ALL	11/01/2014	12/31/2015
Approve	LONG-PRATT,JENNIFER 00530707	01-01343	CHEMISTRY INSTRUMENTS	LARSON,CARL A. 00308703	2000	ALL	11/01/2014	12/31/2015
Approve	CHURCH,DEAN BRUCE 00103917	01-01348	CHEMISTRY-GC-MS	LARSON,CARL A. 00308703	2000	ALL	11/01/2014	12/31/2015

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Submit Reset

## Scroll down through your list of requests (1), and click *Confirm* (2).

You are submitting the following changes:

Approve - CHURCH,DEAN BRUCE ~00103917 to be added as an Account Alternate on:  
01-01343-for -CHEMISTRY INSTRUMENTS for All Financial Transactions 11/01/2014 through  
12/31/2015

Approve - LEVANDOWSKI,JOHN THOMAS ~00051079 to be added as an Account Alternate on:  
01-01343-for -CHEMISTRY INSTRUMENTS for All Financial Transactions 11/01/2014 through  
12/31/2015

Approve - LONG-PRATT,JENNIFER ~00530707 to be added as an Account Alternate on:  
01-01343-for -CHEMISTRY INSTRUMENTS for All Financial Transactions 11/01/2014 through  
12/31/2015

Approve - CHURCH,DEAN BRUCE ~00103917 to be added as an Account Alternate on:  
01-01348-for -CHEMISTRY-GC-MS for All Financial Transactions 11/01/2014 through 12/31/2015

Confirm to spend on the above Accounts, according to Policy 3-003

### Additional notes:

- Choosing NO ACTION will simply leave a request in a pending state. The request will show up in the list the next time you open the Account Executive Approval application.
- Selecting APPROVE ALL will approve all outstanding requests regardless of the number shown on the screen.
- You can choose to see more records per page using the drop-down just above the SUBMIT button.
- An email goes out every Monday morning notifying account executives of pending alternate requests. This is the only notification that is sent. Nothing is generated when a new request is made unless it's outstanding on Monday morning.