Additional Approvals

Key Points:

- UShop shoppers and requisitioners are now able to select and add an individual as an approver in workflow for a requisition. These approvals do not replace the GFA requirement, and any UShop user may be added as an additional approver.

- These approvals are not required, and may be used at the discretion of the submitter.

- Up to five additional approvals per requisition can be added. These approvals happen in parallel with each other and can occur in any order.

- These additional approvals must take place before the requisition can be finalized.

- Each approver added in the Additional Approvals section will need to approve the requisition prior to the GFA approval taking place, however if the submitter (requisitioner) has GFA, the additional approvals will not prevent automatic approval of the requisition for GFA.

- Users may select an Additional Approver as a default, so every order they place must be approved by that individual.

1. Use the Additional Approvals section to assign up to 5 approvers to a requisition. To add an approver, click the edit link in the upper right corner:
2. Type the uNID of the individual to be added as an approver in the box, or click the *Select from all values*… link to search by name.

*Note: These additional approvals do NOT change the GFA requirement.*

The instructions above allow you to add one or more Additional Approvers on an order-by order basis. See step 3 to add Approvers as a default for all orders placed by you.

3. Set Default Approvers as needed

To set one or more additional approvers as your default:

a. Open the dropdown menu from the upper toolbar by your name, and click on View My Profile.
b. Click on Default User Settings, then click on Custom Field

c. In the Custom Fields and Accounting Code Defaults window:

1. Select the first tab, titled Header (int.)
2. Go to the Ad Hoc Approval 1 line and click Edit.
d. Click on "Create New Value."

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- Click "Search."

NOTE: A user may not select him/herself as an additional approver.
f. See the name(s) displayed and check the Select box for the correct name. Click on Add Values

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g. Notice that:

1. The selected name is now displayed under Description, but there is still "No Default Value" displayed.

2. To set a default, click on the name displayed under Description.
h. Check the Default box that now displays, and click on Save. Click Close to return to the Default Value List.

i. The new Default Value is saved, and will be in effect for every order you place.