Grant Financial Authority (GFA) is managed in CIS, and the information is integrated into UShop.

1. To manage GFA, go to the Financial & Business Services page in CIS. Click on the GFA Tile.

2. A toolbar will display that includes the option to Designate Alternates. Select One Account to many Alternates or One Alternate to Many Accounts – whichever is most appropriate to your situation and input the information as prompted.

3. The Account Executive must go to this same dropdown and select the option Account Executive Approvals. The alternates must be approved in order for them to be valid. This information is integrated with UShop every morning before business hours.
4. The Account Executive may select the type of approval delegated to each individual. This may be limited to UShop Transactions only.