

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.

 **One Account to Many Alternates**

ACTIVITY 01-13541-P2P PROJECT
ID 01843 AVP FINANCIAL & BUSINESS SVCS Fund 1001 INSTRUCTION AND SUPPORT

EmplID	Type + Fill Down	Date From + Fill Down	Date To + Fill Down	Status
	Select one ▼	10/01/2016	11/30/2017	
EY	All \$\$ Trans. approve/review	08/01/2015	08/01/2015	Approved
CRAIG	All \$\$ Trans. approve/review	08/01/2015	08/01/2015	Approved
UISE	Select one ▼ Select one All \$\$ Trans. approve/review Mgmt Rpts - review (EOR) ONLY Ushop Trans. ONLY - approve	11/16/2016	11/17/2016	