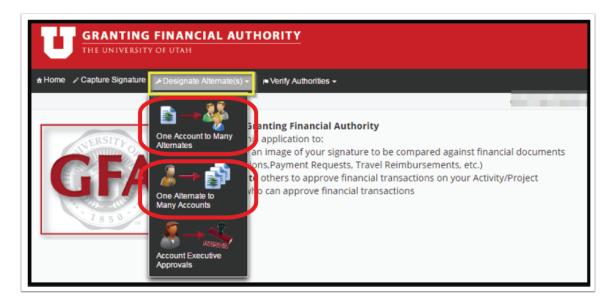


Grant Financial Authority (GFA) is managed in CIS, and the information is integrated into UShop.

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

CAMPUS INFORMATION SERVICES		Financial & Business Services 🔻		
FBS News				
<u>May 25, 2018 Notice to</u> <u>Potential Work-Study</u> <u>Employers</u>				
< 000000000 >	Management Reports, Journals & Chartfields	UShop	Purchasing Card Reallocation	
	Vendor, Vouchers, Purch	S		
Travel	Orders	Departmental Deposits	Financial Information Library	
EOR	ePR ePayment Request		GFA	

 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							
	Туре	Date From	Date To				
e/EmpIID	+ Fill Down	Fill Down	Fill Down	Status			
	Select one •	10/01/2016	11/30/2017				
ΞY	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	1/16/2016	11/17/2016				
	Select one All \$\$ Trans. approve/review Mgmt Rpts - review (EOR) ONLY Ushop Trans. ONLY - approve						