

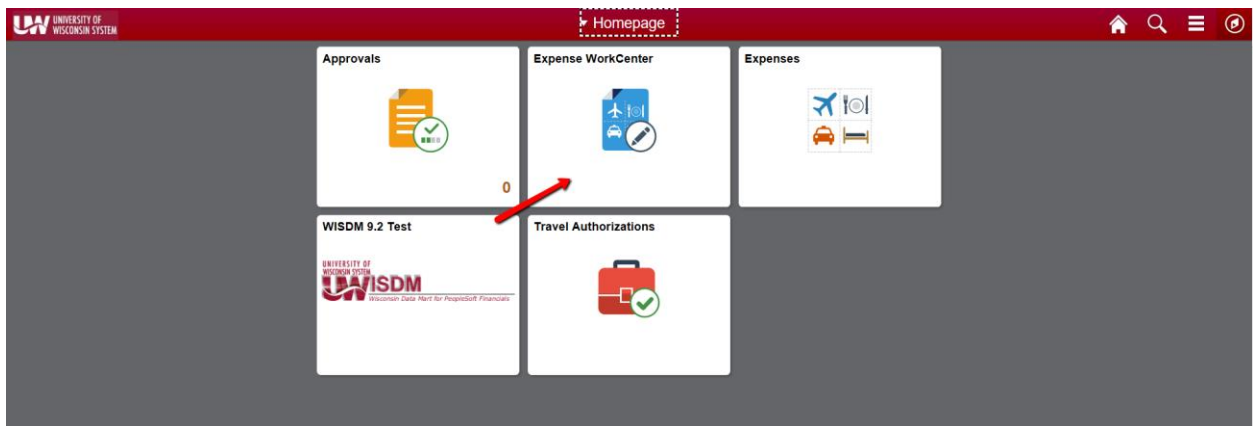
Understanding Approver Assignments

If you use Project Manager routing for project approvals, you do not need to assign the project managers to approver profiles because the system routes transactions to project managers based on the project team definition in PeopleSoft Project Costing.

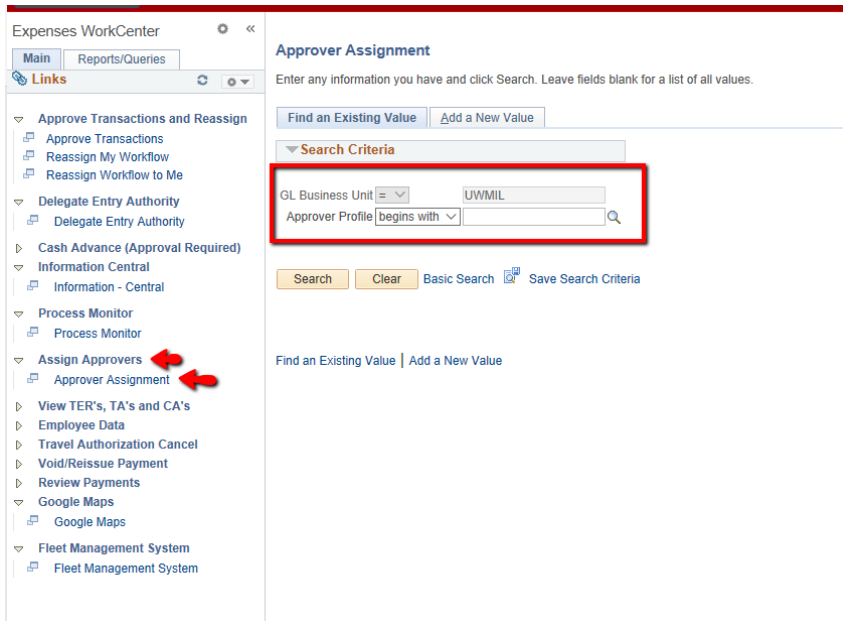
If you elect to use an approver list as the option or for supplemental approvals, you must assign the approvers to a profile and a range of routing ChartField values. You can assign one or many approvers to profiles using their user IDs, based on the range of values for the routing ChartField selected for the approver type. You can also assign approvers to more than one profile if they support multiple approval roles.

Assign authorized approvers in PeopleSoft Expenses to an approver profile.

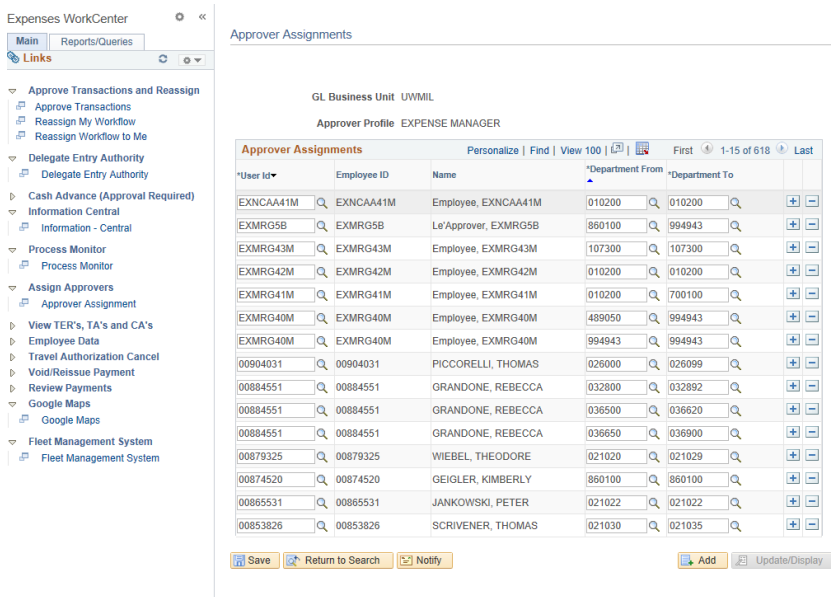
1. Click the **Expense WorkCenter**



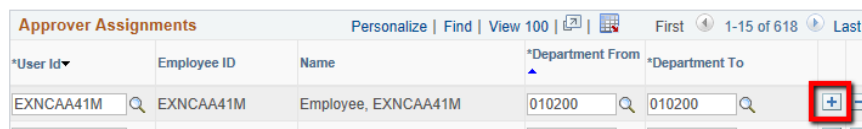
2. Scroll down and expand **Assign Approvers**
3. Click the **Approver Assignment** menu



4. Enter the desired information into the **GL Business Unit** field
5. Enter the desired information into the **Approver Profile** field
6. Click the **Search** button



7. To add a new approver to your list click the **Plus** button
 - a. To remove an Approver Assignments Goto Step 10



8. Enter the following:
 - a. User ID
 - b. Department From
 - c. Department To

GL Business Unit UWMIL
 Approver Profile EXPENSE MANAGER

| Approver Assignments | | | | | | Personalize | Find | View 100 | Print | Refresh | First | 1-15 of 619 | Last |
|----------------------|-------------|----------------------|------------------|----------------|--|-------------|------|----------|-------|---------|-------|-------------|------|
| *User Id | Employee ID | Name | *Department From | *Department To | | | | | | | | | |
| EXNCAA41M | EXNCAA41M | Employee, EXNCAA41M | 010200 | 010200 | | | | | | | | | |
| | | | | | | | | | | | | | |
| EXMRG5B | EXMRG5B | Le'Approver, EXMRG5B | 860100 | 994943 | | | | | | | | | |

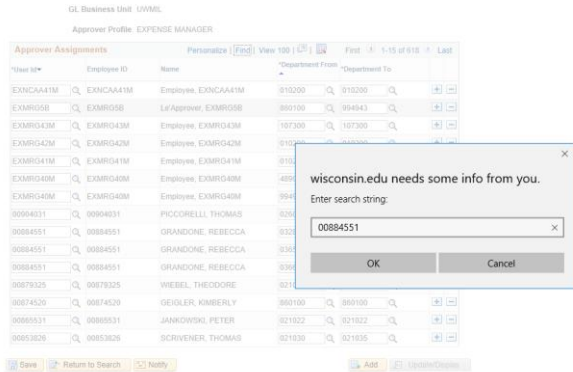
9. Click the **Save** button
10. To remove an Approver Assignment complete the following steps
11. Click the **Find** hyperlink to search for an existing user.

Approver Assignments

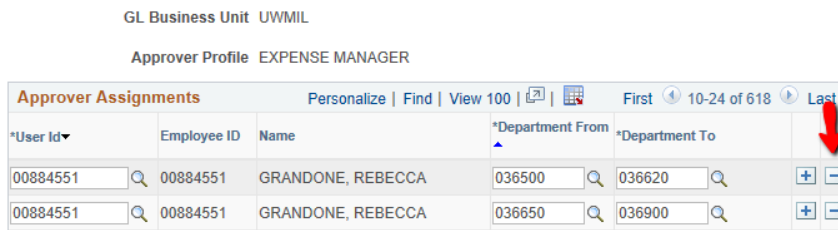
GL Business Unit UWMIL
 Approver Profile EXPENSE MANAGER

| Approver Assignments | | | | | | Personalize | Find | View 100 | Print | Refresh | First | 1-15 of 618 | Last |
|----------------------|-------------|----------------------|------------------|----------------|--|-------------|------|----------|-------|---------|-------|-------------|------|
| *User Id | Employee ID | Name | *Department From | *Department To | | | | | | | | | |
| EXNCAA41M | EXNCAA41M | Employee, EXNCAA41M | 010200 | 010200 | | | | | | | | | |
| EXMRG5B | EXMRG5B | Le'Approver, EXMRG5B | 860100 | 994943 | | | | | | | | | |
| EXMRG43M | EXMRG43M | Employee, EXMRG43M | 107300 | 107300 | | | | | | | | | |
| EXMRG42M | EXMRG42M | Employee, EXMRG42M | 010200 | 010200 | | | | | | | | | |
| EXMRG41M | EXMRG41M | Employee, EXMRG41M | 010200 | 700100 | | | | | | | | | |
| EXMRG40M | EXMRG40M | Employee, EXMRG40M | 489050 | 994943 | | | | | | | | | |
| EXMRG40M | EXMRG40M | Employee, EXMRG40M | 994943 | 994943 | | | | | | | | | |
| 00904031 | 00904031 | PICCORELLI, THOMAS | 026000 | 026099 | | | | | | | | | |
| 00884551 | 00884551 | GRANDONE, REBECCA | 032800 | 032892 | | | | | | | | | |
| 00884551 | 00884551 | GRANDONE, REBECCA | 036500 | 036620 | | | | | | | | | |
| 00884551 | 00884551 | GRANDONE, REBECCA | 036650 | 036900 | | | | | | | | | |
| 00879325 | 00879325 | WIEBEL, THEODORE | 021020 | 021029 | | | | | | | | | |
| 00874520 | 00874520 | GEIGLER, KIMBERLY | 860100 | 860100 | | | | | | | | | |
| 00865531 | 00865531 | JANKOWSKI, PETER | 021022 | 021022 | | | | | | | | | |
| 00853826 | 00853826 | SCRIVENER, THOMAS | 021030 | 021035 | | | | | | | | | |

12. Enter the search value from one of the following:
 - a. UserID
 - b. Employee ID
 - c. Name
 - d. Department From
 - e. Department To
13. In this example we will be entering the userid value



14. Click the **OK** button
15. Click the **Minus sign** next to the row that needs to be deleted



16. Click the **Save** button