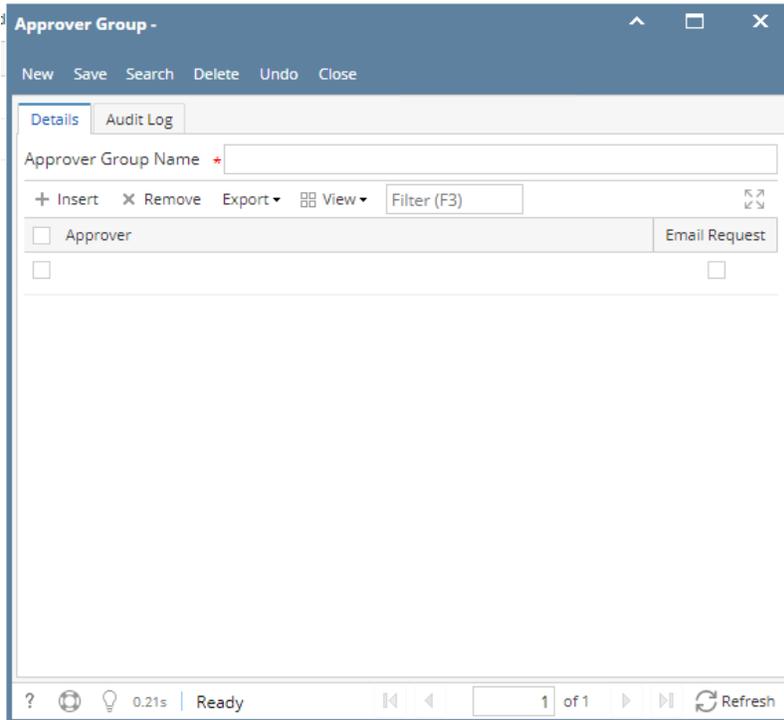
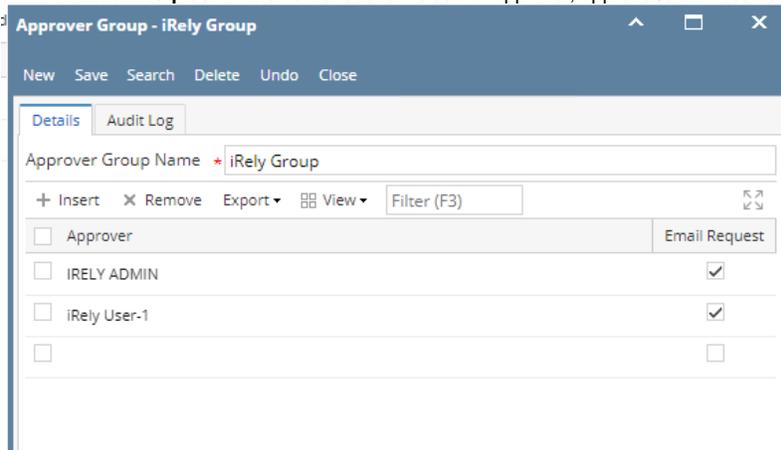


How to Add Approver Groups

1. On user's menu panel, go to **Common Info** folder then click **Approver Groups** menu
 - a. If there are existing records, **Search Approver Group** screen will open
 - b. If there are no existing record, the new **Approver Group** screen will open
2. From search screen click **New** toolbar button

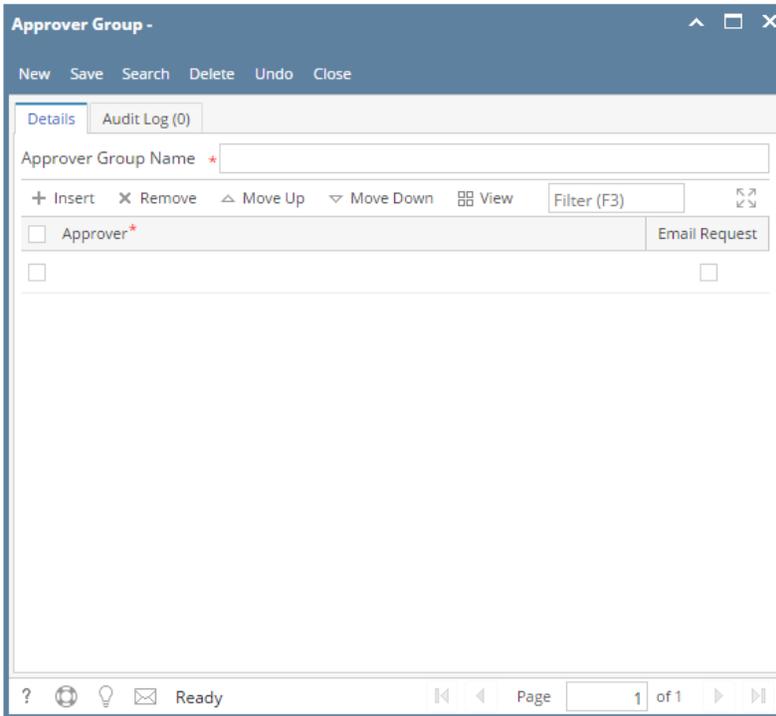


3. Enter the **Approver Group Name**
4. Select **Approvers** and check **Email Request** if necessary
 - a. **Approver** - User entity set in a Vendor to approve vouchers
 - b. **Email Request** - When a transaction is set for approval, approver/s will receive an email notification that he/she has Vouchers to approve

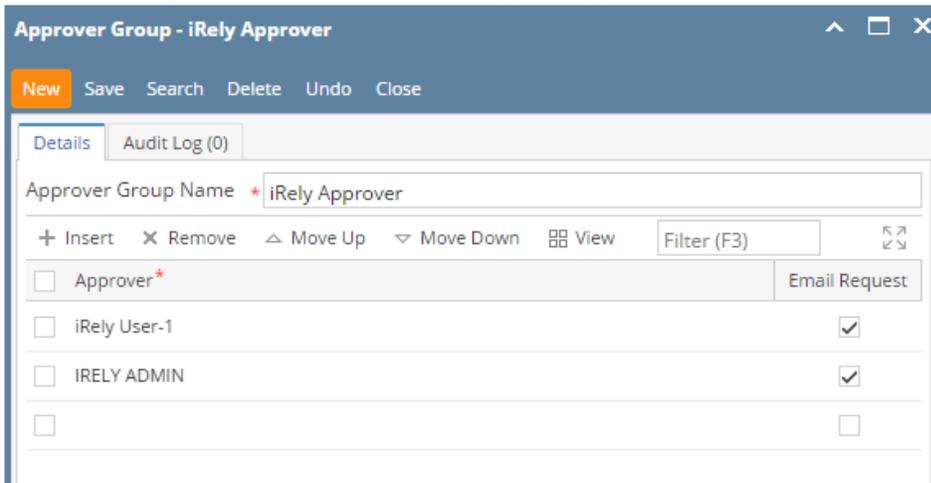


5. Click **Save** toolbar button to save the setup

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6. Click **Save** toolbar button to save the setup