

How to Add an Approval Configuration to an Approver

- 1. On the user's menu panel go to **Common Info** menu then click **Approval Configuration**
- 2. From the search screen, select and open the approver's username
- 3. See the field mappings below:

| Screen | Approval For | Value |
|----------------|--|---|
| Voucher | Entity Group | List populated will be coming from Common Info > Entity Group *Note that you can drill down to the Entity Group screen by right clicking then View Entity Group |
| Contract | 1. Origin 2. Product Type 3. Contract Type | 1. If the Approval For is Origin, Value field will be a text field for alphanumeric input 2. If the Approval For is Product Type, all product types in the inventory commodity will be in the selection. 3. If the Approval For is Contract Type, Sales and Purchase will be in the selection |
| Purchase Order | Entity Group | List populated will be coming from Common Info > Entity Group *Note that you can drill down to the Entity Group screen by right clicking then View Entity Group |

4. Save the changes. Once an approver is configured to have Approval For, they will only receive transactions based on their configuration. If a user submitted a transaction where the approver has no configuration, the approver will be skipped in the approval process.