

## Set Up Approvers and Approver Groups

### Step 1 - Specify Approver Security and Data Access

Elements shaded blue are links.  
Click to follow the link.

These five process flows cover approvals for requisitions, check requests, invoices, and new vendors.  
Journal Vouchers approvals are in a separate process flow.

**Note on Requisition Approvals:**

The flow diagram in Step 5 displays the most simple version of the approval process as it would apply to requisitions. Typically, requisitions with non-file lines require review and approval by the requestor's designated buyer. Requisitions with commodity-coded items require a separate review for those items as well. See the chart Requisition Approvals: Another View on the process flows list.

*Work in Administration >  
Administration > Users >  
Edit > User Roles tab*

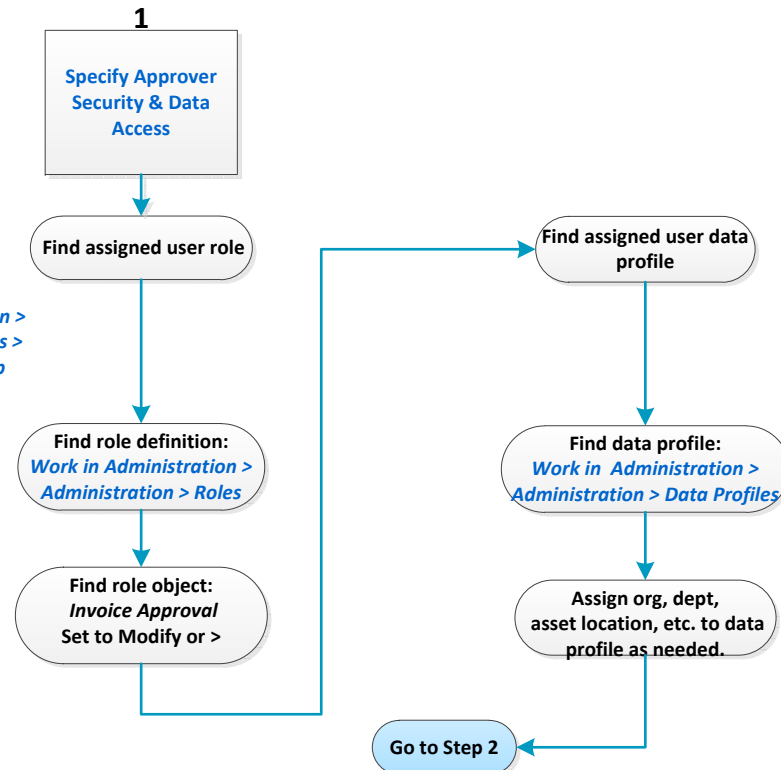
**Role objects are:**

*Approval* (requisitions)  
*Approval Admin* (approve all requisitions)

*ChkRqstApproval*  
*ChkRqstApprovalAdmin* (approve all check requests)

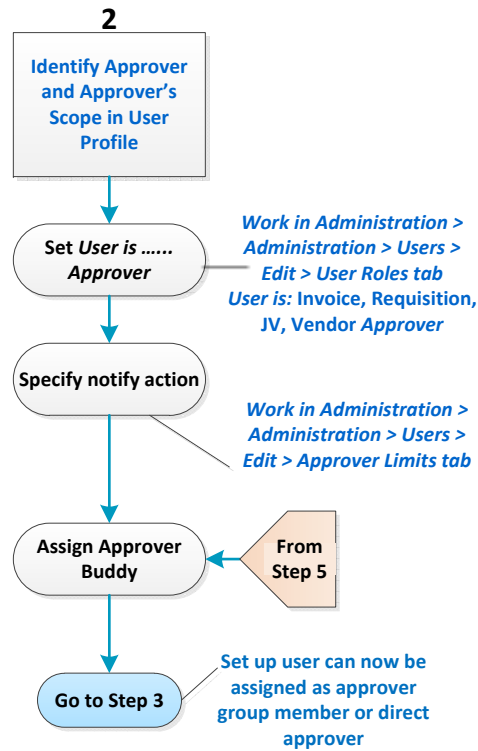
*InvApproval* (approve invoices)  
*InvApprovalAdmin* (approve all invoices)

*VendorApproval*  
*VendorApprovalAdmin* (approve all vendors)



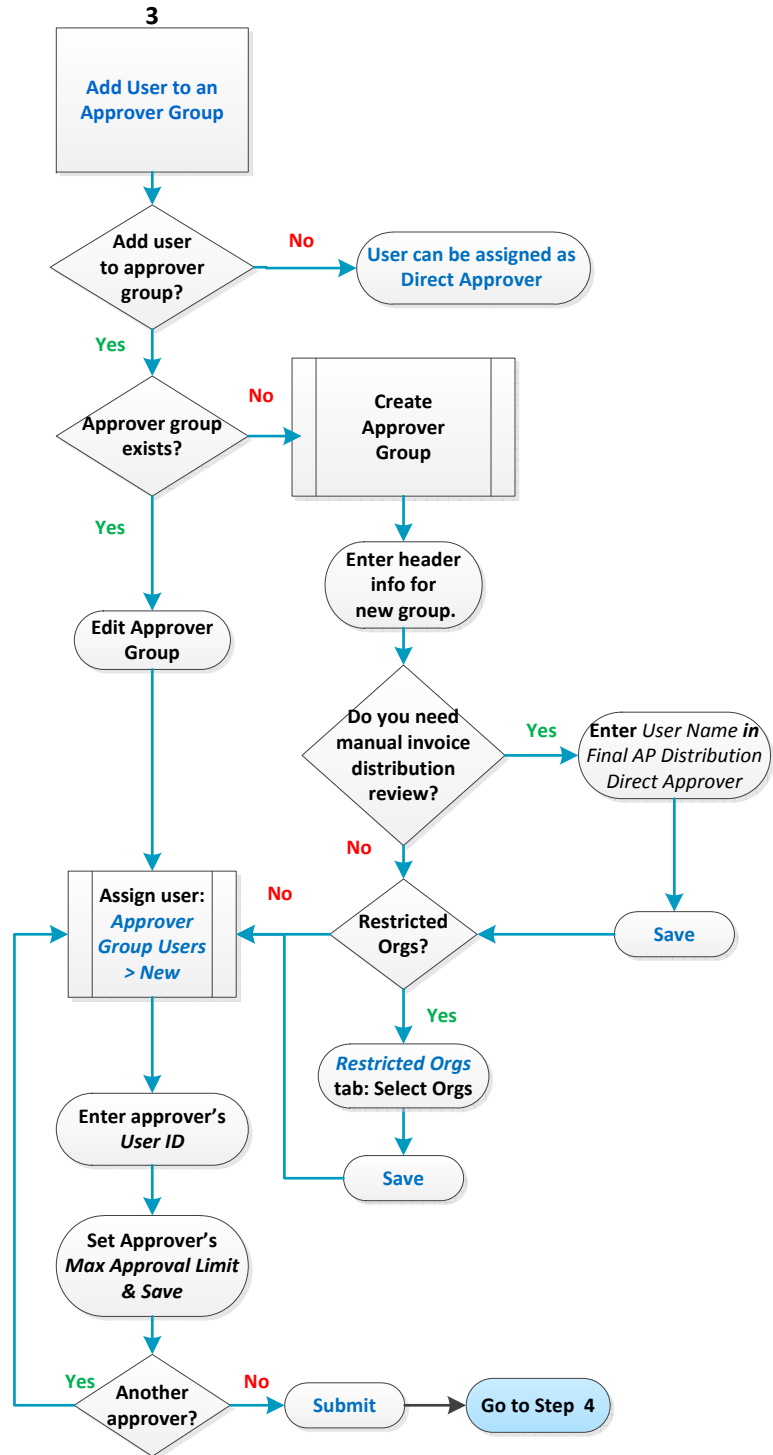
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### Step 2 - Identify Approver and Approver's Scope



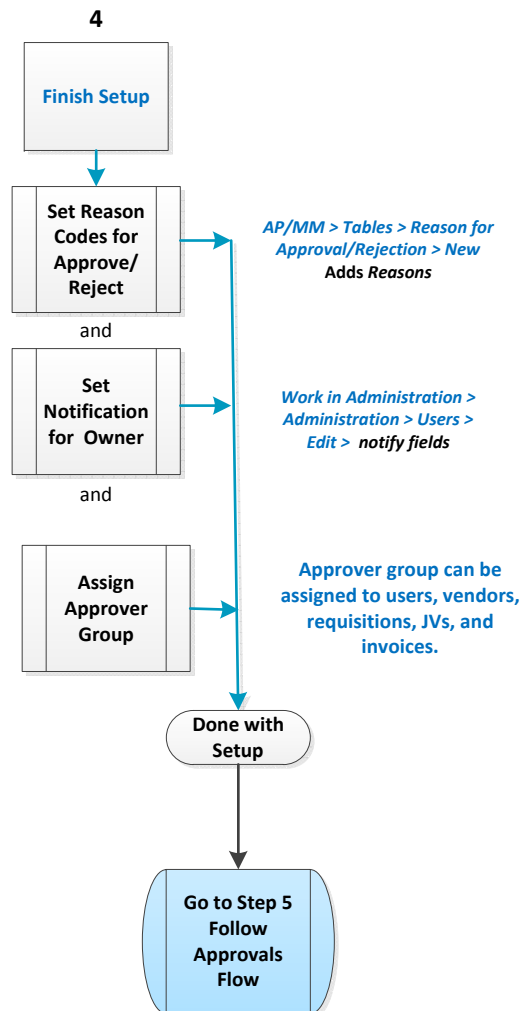
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Step 3 - Add User to Approver Group



## Set Up Approvers and Approver Groups

### Step 4 - Finish Approver Setup



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Step 5 - Logical Flow Of Invoice, Check Request, Requisition, New Vendor Through Approvals

