

Assign an Account Approver to Use the Account String in Gateway

Assignments By User:

- Lookup User
- Select Account Approver Role
- Select Department from Drop-down
- Find the Account String this person will be the approver for
 - You can look via the Cost Center, Project Code or LAF drop-down
- Select the limits they will approve (or select all)
 - Each box needs to be checked; the box above will not supersede the boxes below
- You have the option to “Display Account String(s)” to view what strings you are about to add this person to before hitting save.
- Hit Save!
 - You will see “X new assignments created” above your selection when complete.
 - If you need to add another person to this same set-up, leave everything in place, just change the name. It will keep all of your data in place and you can hit save again to continually add additional approvers.

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Assignments By User:

Home Operations Administration Accounts Assignments Reports Logoff
Manage Assignments Assignments by User Assignments by Role Bulk Assignment Management Assignments Log Hannah Morand

Assignments by User

Application: Gateway
User: Hannah Morand
Role: Account Approver - approvers
Workflow Step: Account Approval
Department: PURC - PURCHASING OFFIC
Cost Center: PURC
LAF: 8-661555-07427
Project Code: 000000
Limit: [Select All](#)
 1. Under 500 4. 5K to 10K
 2. 500 to 2500 5. 10K to 25K
 3. 2500 to 5000 6. Over 25K

Display Account Strings:

Department	Cost Center	LAF	Project Code
PURC - PURCHASING OFFICE	PURC	8-661555-07427	000000

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