Establish the approval path

Table of Contents

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District Administration > Workflow > Approval Path

Create and maintain the sequence or hierarchy of the approvers for the approval process. The order in which the approvers are listed indicates the approval sequence. You can add to or edit the approval path as needed. If a change is made to the approval path, the change applies to all requisitions that have yet to reach that specific approver.

For the approval process, approvers must exist in Security Administration with an assigned employee number and have a current year payroll record.

Workflow Type	Click ⌄ to select the Purchasing Requisition workflow.

Click **Retrieve Workflow**. The selected workflow type data is displayed. If an approval path exists, the list of approvers is displayed and you can make changes as needed.

Click **+Add** to add an approver to the Approval Path.

Complete the approver path fields as needed.

Click **Save**.