

SSA Alternate Approvers - GRT2140

Table of Contents

SSA Alternate Approvers - GRT2140 i
SSA Alternate Approvers 1

SSA Alternate Approvers

Grants and Projects > Tables > SSA Alternate Approvers

This page is used to set up an alternate approver if the original approver is not available to perform the necessary approval duties for budget revisions and reimbursement requests.

View a record:

Field	Description
Grant Type	Begin typing a grant type or description. As you type the data, a drop-down list of corresponding data is displayed. Select a grant type. If the grant type or description is not known, click ⋮ to select a grant type from the Grant Types lookup or press the Spacebar to view a list of grant types.

❑ Click **Retrieve**. If an approval workflow exists, the list of approvers is displayed and you can make changes as needed.

❑ Click **Save**.

Other functions and features:

🗑	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.