



ASCENDER GUIDES



Establish approval rules

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Establish Approval Rules

[District Administration > Workflow > Approval Rules](#)

Set up the account codes rules for each approver in the approval path except the first approver. An approver may have multiple sets of approval rules. Approvers must be set up with an employee number in Security Administration.

Workflow Type Click  to select the Purchasing Requisition workflow.

Click  to retrieve an approver.

Complete the approver rule fields as needed.

Click **Save**.



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