

Establish approval rules

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Table of Contents

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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 \checkmark to select the Purchasing Requisition workflow.

Click i to retrieve an approver.

Complete the approver rule fields as needed.

Click Save.



Back Cover