

SSA Alternate Approvers - GRT2140

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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.

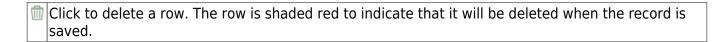
View a record:

☐ Click **Save**.

Field	Description	
Grant	Begin typing a grant type or description. As you type the data, a drop-down list of	
Type	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 mal	ke
changes as needed.	

Other functions and features:





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