

Approval Workflow

Most Common

AP Check
Request
Submitter
(position
based)



Depart. Designee
(position based)



Funding Source
(person based –
master data/position
based – org. unit)



Accounts
Payable

-OR-

Supervisor
(position based)

- Most requests will require two approvals – departmental and funding source.
- The departmental approval will be based on the organizational unit of the submitters (or the “on behalf of” field if used).
- Funding source approval is tied to information populated in master data or on the organizational unit (DUHS).