Procurement

Oracle Financials Step-by-Step Guide

Requestors to add additional Approvers in the Approval workflow

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Adding additional Approvers in the Approval workflow

Additional Approvers can be added to a Requisition depending on any need to approve the document by approvers which are not assigned by the system automatically.

There are two features which allow the Requisitioner to add additional approvers.

1. **Overriding Approver at the Requisition Header Feature**

The Overriding Approver field appears in the Requisition allowing the Requisitioner to select a additional approver who will receive the document for approval at the first approval stage.

The following steps have to be completed by the Requisitioner:

1. Search for the approver by last name using the loop icon on the right of the Override Approver field
2. Select the name and click OK of the additional approver to add in the Override Approver field
3. Save the Requisition and click on the Manage Approvals button to open the workflow
4. Review the Approval Workflow to check that this approver has been added. You can now either add another Approver (see instructions below), go back to your requisition by clicking the back button or submit your requisition if completed.

![Image of Overriding Approver feature](image-url)
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Additional Approvers V0.1
2. Additional Approvers added in the Requisition Approval Workflow

Requisitioners can add additional approvers, other than the Overriding Approver, in the approval workflow. The additional approvers are selected one by one. The Requisitioner can define their approval role, the approval stage where they must approve the document, and whether the approver must approve before or after the other approvers.

Note: Approvers assigned automatically by the workflow cannot be deleted or their position in the workflow changed.

The following steps must be completed by the Requisitioner:

1. Click on the Manage Approvals button to open the workflow
2. Review the Approval Workflow to plan where the additional approvers must be added and what action they will be required to complete
3. Select an approver in a stage of the workflow where the additional approver will be added
   a. Note you only can add a approver in a stage where there are already approvers. You can’t add an approver in a stage where there’s no approver assigned by the workflow
4. Click on the + icon
5. Search for the approver using the search criteria and select the approver by clicking OK
6. Check the FYI checkbox if the approver only must receive a notification but no approval action is required or leave the box unchecked if the approver must approve
7. Select an option in the Position section depending on which stage the additional approver must approve the document. Click OK
8. Optionally delete the additional approver if added by mistake
9. Use the pencil icon to update an additional approver if needed, Select the options to change
10. If no changes need to be made click the Apply icon. Then click the Back icon and click the Manage Approvals icon to verify that your additional Approver is within workflow. You can now go back to your requisition or submit your requisition into workflow.

![Image of Oracle Financials Step-by-Step Guide]
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Manage Approvals (Requisition UCMR0001393)

1. Header Preapproval Stage
   - Parallel
     - Preapproval Header Consent
       - Suresh Lingam - Preapproval Header Consent
       - Ariel Moncion - Preapproval Header Consent
2. Header Stage
   - Parallel
     - Header Stage Consent
3. Header Preapproval Stage

Add Assignee

Identity Browser

First Name: Ramesh
Last Name: Vaidyanathan
Email: rameshop@ucmerced.edu
Title: Manager
Manager: Organization

AddAssignee

- Ramesh Vaidyanathan
  - First Name: Ramesh
  - Last Name: Vaidyanathan
  - Email: rameshop@ucmerced.edu
  - Title: Manager

Additional Approvers V0.1
The additional approver is deleted