

US Bank

Changing Approval Manager

Once you have selected and approved your reconciled transactions, you will be brought to the page below to select your Approval Manager.

Step 1:

Click on "Select Approver."

[+1] 1 Transaction(s) to Approve

Transaction Approval

I want to forward these transaction(s) for further approval to:

Select Approver

Approve

Cancel

Step 2:

Type in the last name of the new Approver, and click "Search"

Approve Transaction(s)

Search & Select an Approver

Enter the approver's full or partial name, or leave blank to view all users. Then click the "Search" button.

Last Name:

First Name:

Search

Step 3:

The new approver's name should populate below, and you can select them, along with checking the box to "Set selection as your default approver"

Last Name:

First Name:

Search

Please select an approver from the results list below.

Records 1 - 1 of 1

Select	Approver Name	Email Address
<input checked="" type="checkbox"/>	Lester, Karen	lesterka@mnstate.edu

Records 1 - 1 of 1

Set selection as your default approver

Select Approver