How To Add an Approver to the Workflow

Individuals with Requestor permissions will be able to submit Payment Requests through the Peoplesoft Financial *Payment Request Center* tile.

1. Navigate to the **GeorgiaFirst Financial Management Solutions** page (https://www.usg.edu/gafirst-fin/).
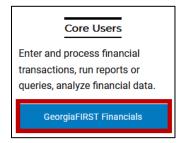2. Under *Core User*, click the **GeorgiaFIRST Financials** button.

Figure 1 – Select GeorgiaFIRST Financials.

3. **Sign in** using Duo Authentication with university credentials.
4. The Peoplesoft Financials landing page will open. From the Employee Self Service tab, select the **Payment Request Center** tile.
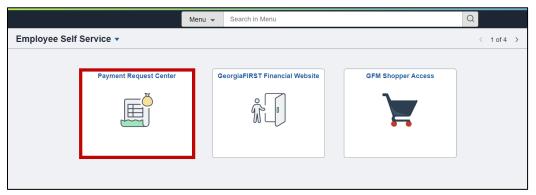

Figure 2 – Select the Payment Request Center tile.

Note: Homepage display varies between role permissions in the GeorgiaFirst Peoplesoft Financials platform.

5. The Payment Request Center will load. Select the **Approval Flow** icon.

Figure 3 – Select the Approval Flow icon.

6. The Approval Flow will load. Select the **Start New Path** button located underneath the Payment Request Dept Approvals heading.
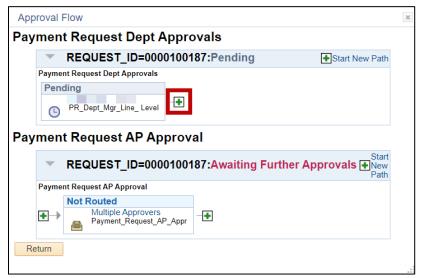

Figure 4 – Select the Start New Path button.

Note: In the Approval Flow, the Payment Request Dept Approvals section routes to the departmental budget manager; the Payment Request AP Approval section routes to Accounts Payable.

7. A new window will open. Select the **magnifying glass** to search for users.

Figure 5 – Select the magnifying glass icon to search.

8. Enter a name into the text field. Select the **Search** button.

Figure 6 – Enter a name into the text field, select the Search button.

9. Select the appropriate **name**.

10. Select their role as an **Approver or Reviewer**.

Figure 7 – Select the user role, select Insert.

11. Select **Insert**.

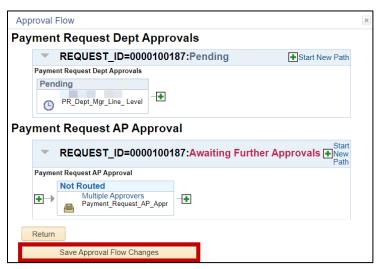12. Review the approval request for accuracy, then select **Save Approval Flow Changes** to submit.

Figure 8 – Select Save Approval Flow Changes.

13. Select the **Approval Flow** icon to view saved changes.

Business Unit	Voucher ID	Scheduled to Pay		
43000				

Figure 9 – Select the Approval Flow icon to view saved changes.