

## How to Grant Authority to Enter an Expense Report

This guide will show you how to give someone else the authority to enter an expense report on your behalf. First, two tips:

- Your screen may look different than the images you see in the directions below. The number of tiles you see and the options you have in menus will depend on your role at the college.
- The Green River College IT Help Desk can help if you have problems with sign-in credentials, usernames or passwords.

## Directions

1. Click **FSCM (Financial Supply Chain Management)** from the top of the window or **Financials Self-Service** on the left navigation.







2. Click the **Navigation Bar (NavBar)** button in the top right corner — indicated by the compass icon — to view the NavBar tiles.



3. The NavBar tiles will display. Click the **Navigator** tile.



4. The Secondary Level Content menu will display. Click Employee Self-Service.







5. The **Employee Self-Service** menu will display. Click **Travel and Expenses**.

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Help

Sign Out

6. The Travel and Expenses menu will display. Click User Preferences.







7. The User Preferences menu will display. Click Delegate Entry Authority.



Sign Out

8. The **Authorize Users** page will display. Click the **Plus [+]** sign to add a new row. In the **Authorized User ID** field, enter the ID number of the person to whom you want to give authority. You can look up the person by name by using the search feature. Click **Save**.

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Authorize Users											
Patricia Daniels											
Entering new UserIDs on this expense transactions on beha	page will giv if of the emp	e those users the ability to en loyee.	ter								
Authorize Users											
"Authorized User ID		Name	*Authorization Level	•							
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9. The Save Confirmation will display. Click OK.



