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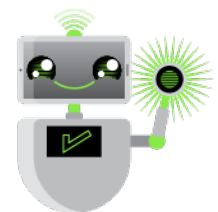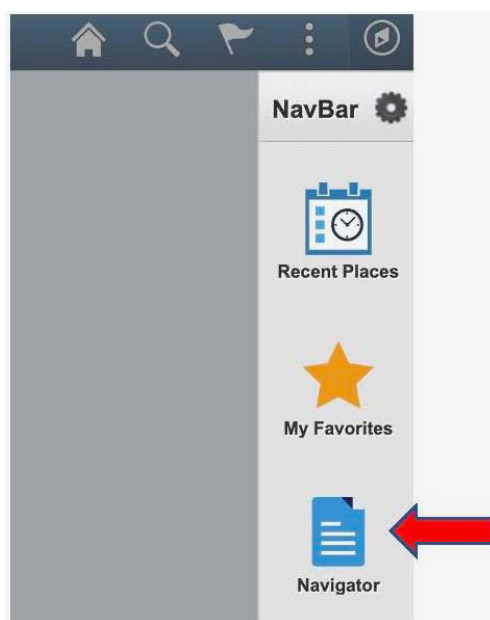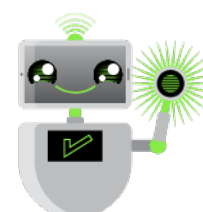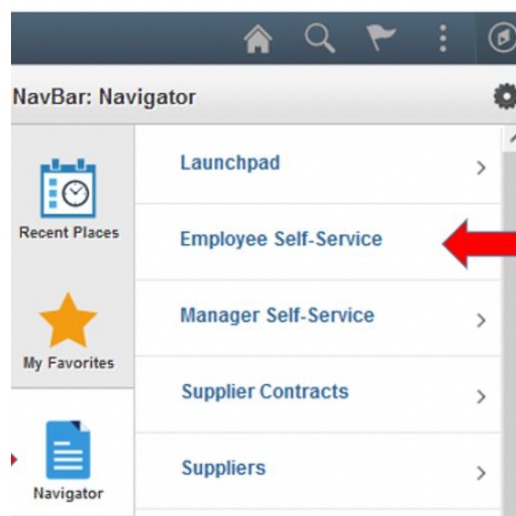
2. Click the **Navigation Bar (NavBar)** button in the top right corner — indicated by the compass icon — to view the NavBar tiles.

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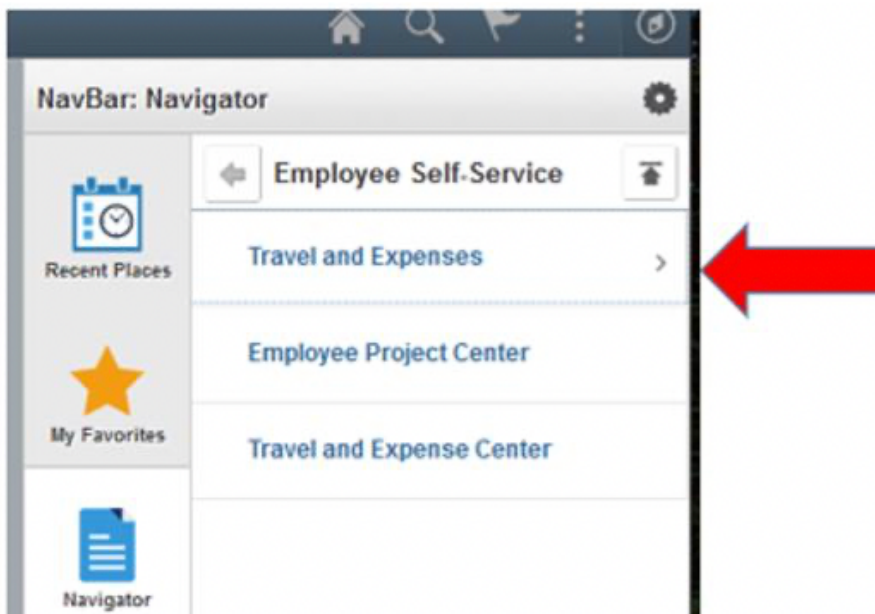

4. The **Secondary Level Content** menu will display. Click **Employee Self-Service**.
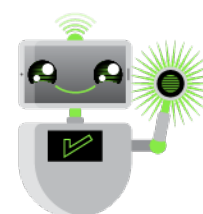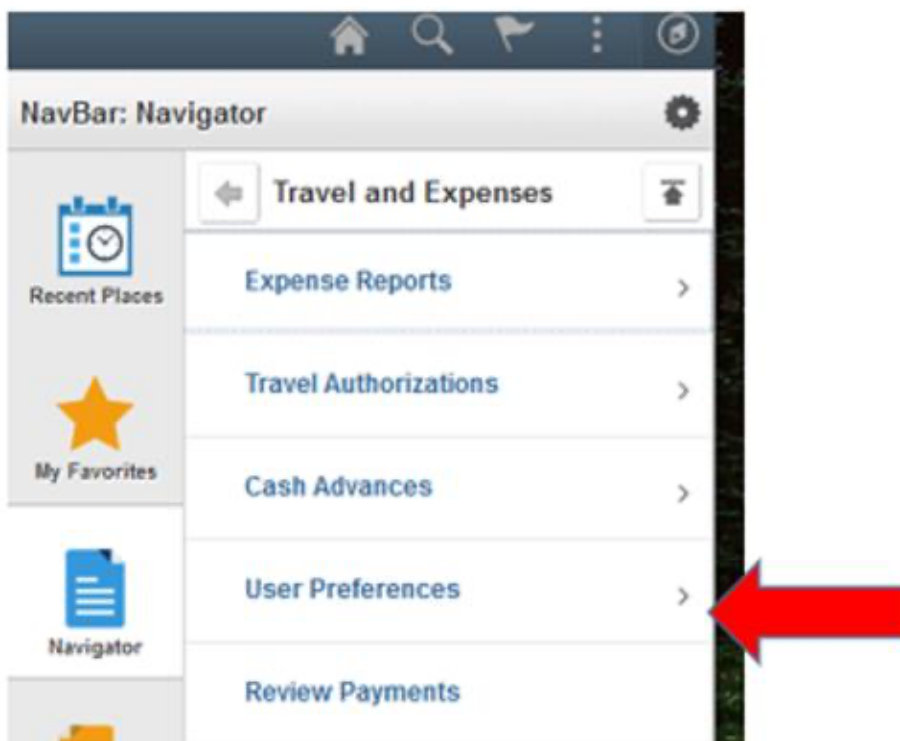
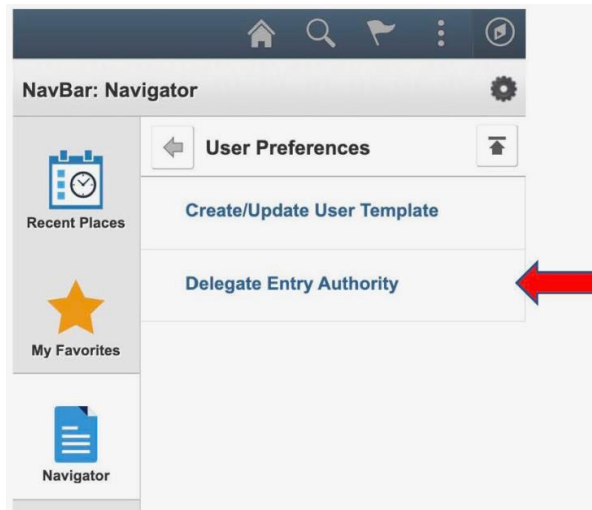5. The **Employee Self-Service** menu will display. Click **Travel and Expenses**.

6. The **Travel and Expenses** menu will display. Click **User Preferences**.
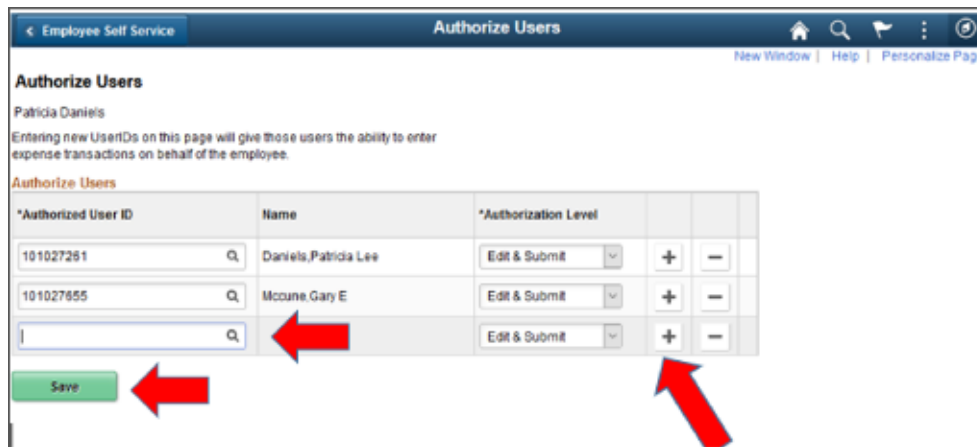
7. The **User Preferences** menu will display. Click **Delegate Entry Authority**.

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**.

9. The **Save Confirmation** will display. Click **OK**.