Easy Steps – Establishing an Initiating Department Approval Path

1. From the *Main Menu (0000)*, type **5985** in the LINK TO field, and press **F9** to link to the *Initiating Dept Path Table Maintenance (5985)* screen.

2. Enter a valid department **ID** in the **INITIATING DEPT** field.

3. Press **<Tab>** to position the cursor in the **DOCUMENT** field. Enter a valid two character document *or* enter ****** to include all documents. (Valid documents are defined on the *Miscellaneous Tables (5750)* screen, under file identification 63.)

4. The system automatically moves the cursor to the **DOCUMENT TYPE** field. Enter a valid document type *or* enter ****** to include all document types. (Valid document types are defined on the *Miscellaneous Tables (5750)* screen, under file identification 64.)

5. The system automatically moves the cursor to the **LOWER LIMIT DOLLAR AMOUNT** field. Enter the dollar amount.

6. Press **<Tab>** to position the cursor in the first blank line under the **DEPT ID** column. Enter a valid department ID.

7. Press <Tab> to position the cursor in the first blank line under the **LEVEL/USER ID** column. Enter either a level *or* user ID. **(User ID is NOT recommended.)**

8. Repeat Steps 6 and 7 until the approval path is complete.

9. Press **F10-SAVE** to save the Initiating Department Approval Path record.