

# Financial Approver - reassign approvals to another user

## Introduction

If you are a Financial Approver and intending to take leave or be away from the University, it's important to ensure that you reassign your approvals to another staff member.

There are 2 ways you can do this –

1. Temporarily transfer your financial approvals to another staff member by completing the [Temporary Delegation Transfer eform](#) (you can also transfer HR / SSO delegations via this form).
2. Set up an Alternate User directly in the Finance System, noting that the “alternate user” must have an **equal** or **higher** level of financial delegation.

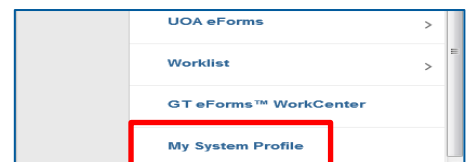
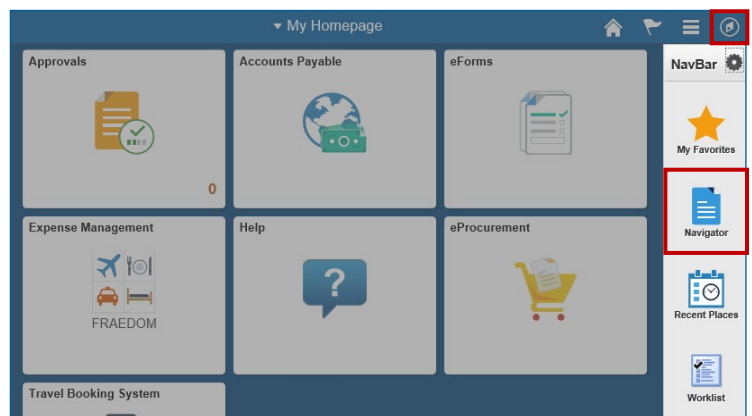
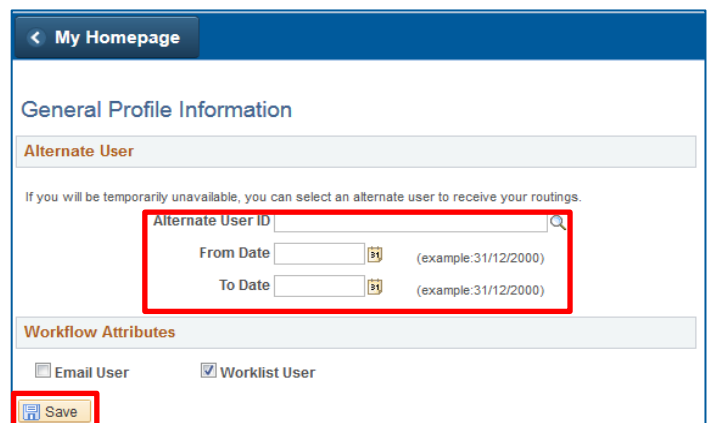
**Both options will update in the Finance System and Kofax.**

## Procedure

To set up an Alternate User (option 2)

1. Log into the [Finance System](#)
2. Click on the NavBar icon (top right)
3. Click on Navigator
4. Scroll down to the bottom and click on My System Profile
5. Enter the Alternate User ID by using the look up icon
6. Enter the date range you will be away
7. Click Save

*NOTE: please action any outstanding items before you go on leave as they will not reassign once they appear in your worklist / work queue.*

## Need assistance?

For further support or questions, contact Finance & Procurement Services on +61 8 8313 3414 or [finprosupport@adelaide.edu.au](mailto:finprosupport@adelaide.edu.au)