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Approval Group Restrictions

Users > Approval Group Restrictions

This will limit a user to browse and/or create entries only for the selected approval group, approval table, and or default account segment(s). If no restrictions are specified, the user can browse and/or make entries for all approval groups, approval tables, and/or default account segments, provided the default account segments fall within their account/object restrictions.

Preview User Approval Dropdown Options: A search tool to display the approval groups that will be available to a selected user when creating entries by approval source type (Purchase Order, Invoice, or Journal Entry) and screen (Entry Screens, Lists).

Search Approval Restrictions: A search tool to display the users with access to selected Approval Sources, Groups, and/or Approval Tables.

User: The user for whom the restrictions are being set.

Audit: Allows a user to search all audit records for a specific user when approval group restrictions have been modified.

Column: The restriction type being set:

- *Group* – All approval tables for the specified group set to display in the selection dropdown.
- *Approval Table* – A specific approval table set to display in the selection dropdown.
- *Acc Div 1 (If default account segments are used)* – All approval tables containing the default account segment.
- *Acc Div 2 (If default account segments are used)* – All approval tables containing the second default account segment.

Clone to: Clones all ranges displayed. This can be applied to all users, another user, a group of users, or a selection of users.

Example 1

- Browse and make entries to all approval tables that exist for Approval Groups 1 and 2
- Columns should be set to Group equal to 1 OR Group equal to 2.

Example 2

- Browse and make entries for Approval Tables, other 1.
- Column should be set to Approval Table not equal to 1.

Example 3

- Browse and make entries for Approval Tables containing Acc Div 1 equal to 20.
- Column should be set to Acc Div 1 equal to 20.

Where restrictions are applied

When restrictions are set, the user is limited to the following:

- Viewing entries for which they are listed as an approver.
- Viewing entries that meet the stated restrictions.
- Creating entries that utilize the approval groups and/or approval table that meet the stated restrictions.