



PEOPLESOFT FINANCIALS SYSTEM - SPECTRUM+

REQUEST FOR: NEW WORKFLOW ROUTINGS
 CHANGE IN WORKFLOW ROUTINGS

Financial System Workflow Routing Setup

DRG	Department numbers or Department Groups	Department Approver 1	Department Approver 2

PRJ	Project numbers or Project Groups	Project Approver 1	Project Administrator	Project Approver 2

FINAC Member Signature of Approval: _____ (i.e. College Administrative Officer, Financial Officer) (required) for list of FINAC members please see: https://finance.gsu.edu/spectrum-services/financial-advisory-committee/	Date: _____
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Please scan the completed form and email it to Spectrum Team <spectrum_team@langate.gsu.edu>
 The employee will be notified in 2-3 business days by phone or email of the completion of their security setup.

For Spectrum Office use only:

_____ Changes made: _____ Date: _____
 person making changes

(created 06/22/09 AS; updated 10/06/09 AS; 05/14/15 AS; 01/17/23 MBB)