
**HOW TO GUIDE:
REVIEW ORIGINS & BUSINESS UNITS FOR
APPROVAL ROLES**



Last Updated May 14, 2019

The following steps are how Security Liaisons can verify what Purchasing (ePro and PO) and Voucher (AP) Origins and Business Units a Fin approver has access to.

Financial Approval Roles:

CT WF REQ AMT APPROVER 1
CT WF REQ AMT APPROVER 2
CT WF REQ AMT APPROVER 3
CT WF REQ AMT APPROVER 4
CT WF REQ BUDGET APPROVER
CT WF REQ PURCH APPROVER
CT AGY SERVICE APPROVER
CT_F_A_PSA_POS_SUBMITTER
PO Amount Reviewer 1
PO Amount Reviewer 2
PO Budget Reviewer
Voucher Approver
Alternate Approver

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Navigation: FIN People Tools > Security > User Profiles > User Profiles

1. Under the Find an Existing Value tab enter the User ID and click Search

Search by: begins with

Limit the number of results to (up to 300):

[Advanced Search](#)

Search Results

View All First 1-3 of 3 Last

User ID	Description
CTSUPERUSER	All Roles except NonState User

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2. Click the Roles tab

General | ID | **Roles** | Workflow | Audit | Links

User ID CTSUPERUSER Account Locked Out?

Description All Roles except NonState User

Logon Information

Symbolic ID SYSADM1

Change Password?

Password Expired?

User ID Alias

Edit Email Addresses Instant Messaging Information

General Attributes

Language English Enable Expert Entry

Currency

Default Mobile Page

Permission Lists

Navigator Homepage Primary PPFNALLBU

Process Profile ALLPAGES Row Security

Save Return to Search Previous in List Next in List

[General](#) | [ID](#) | [Roles](#) | [Workflow](#) | [Audit](#) | [Links](#)

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3. Click the Route Control link to the right of the approving role

User ID CTSUPERUSER

Description All Roles except NonState User

Dynamic Role Rule

Execute on Server Process Monitor Service Monitor

Test Rule(s) Refresh Execute Rule(s)

User Roles Personalize | Find | View 100 | [Grid Icon] | [List Icon] First 241-250 of 250 Last

Role Name	Description	Dynamic		View Definition
CT WF REQ AMT APPROVER 1	Req Amt Approver 1 </= \$2,500	<input type="checkbox"/>	Route Control	View Definition
CT WF REQ AMT APPROVER 2	Req Amt Approver 2 </= 10,000	<input type="checkbox"/>	Route Control	View Definition
CT WF REQ AMT APPROVER 3	Req Amt Approver 3 </= 1 mil.	<input type="checkbox"/>	Route Control	View Definition
CT WF REQ AMT APPROVER 4	Req Amount Approver 4 > 1 mil.	<input type="checkbox"/>	Route Control	View Definition
CT WF REQ BUDGET APPROVER	REQUISITION BUDGET APPROVER	<input type="checkbox"/>	Route Control	View Definition
CT WF REQ PURCH APPROVER	REQUISITION PURCHASING APPR	<input type="checkbox"/>	Route Control	View Definition
PO Amount Reviewer 1	PURCHASE ORDER AMT APPVR 1	<input type="checkbox"/>	Route Control	View Definition
PO Amount Reviewer 2	PURCHASE ORDER AMT APPVR 2	<input type="checkbox"/>	Route Control	View Definition
PO Budget Reviewer	PURCHASE ORDER BUDGET APPRO	<input type="checkbox"/>	Route Control	View Definition
Voucher Approver	Voucher Approver	<input type="checkbox"/>	Route Control	View Definition

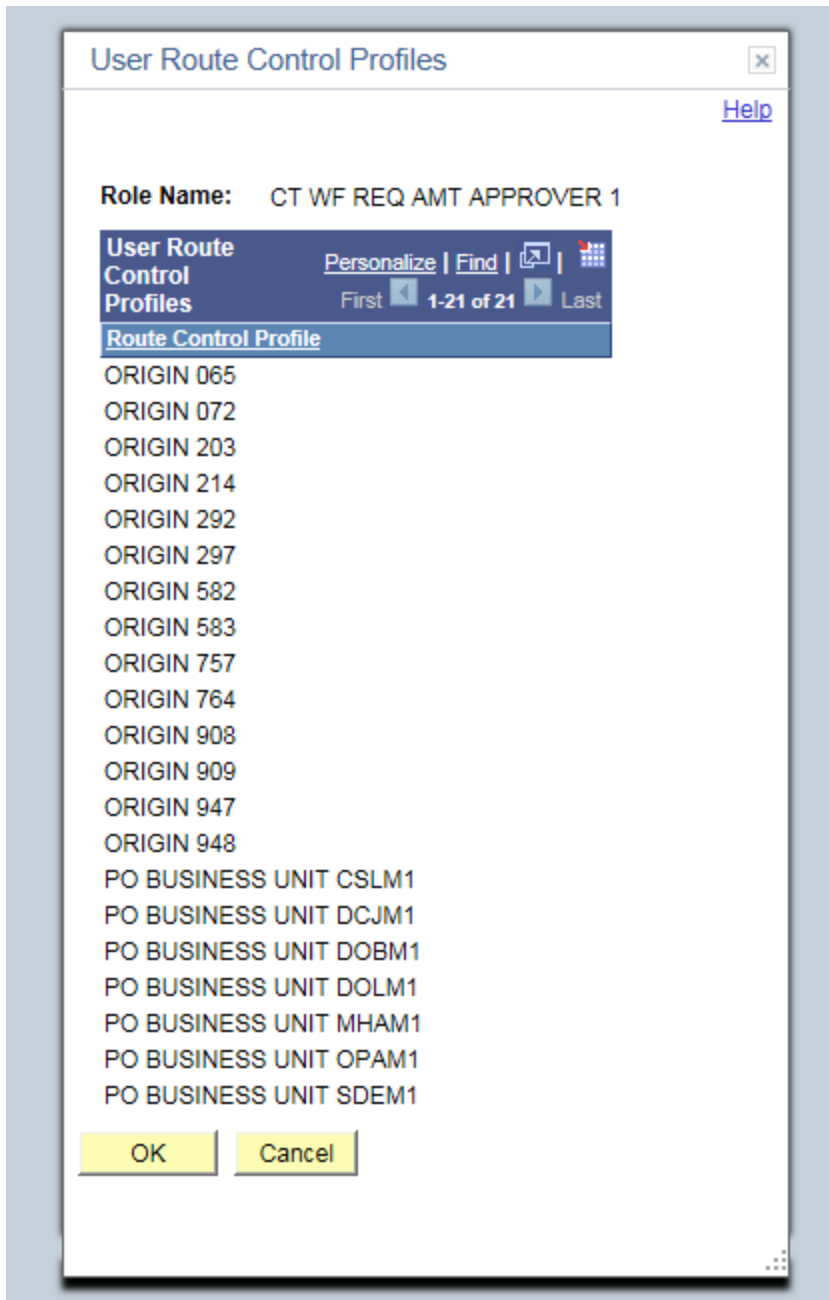
Save Return to Search Previous in List Next in List

[General](#) | [ID](#) | [Roles](#) | [Workflow](#) | [Audit](#) | [Links](#)

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4. The Origins and Business Units for the role are displayed



5. Click OK or Cancel to return to Roles tab