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

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

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

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

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

4. The Origins and Business Units for the role are displayed
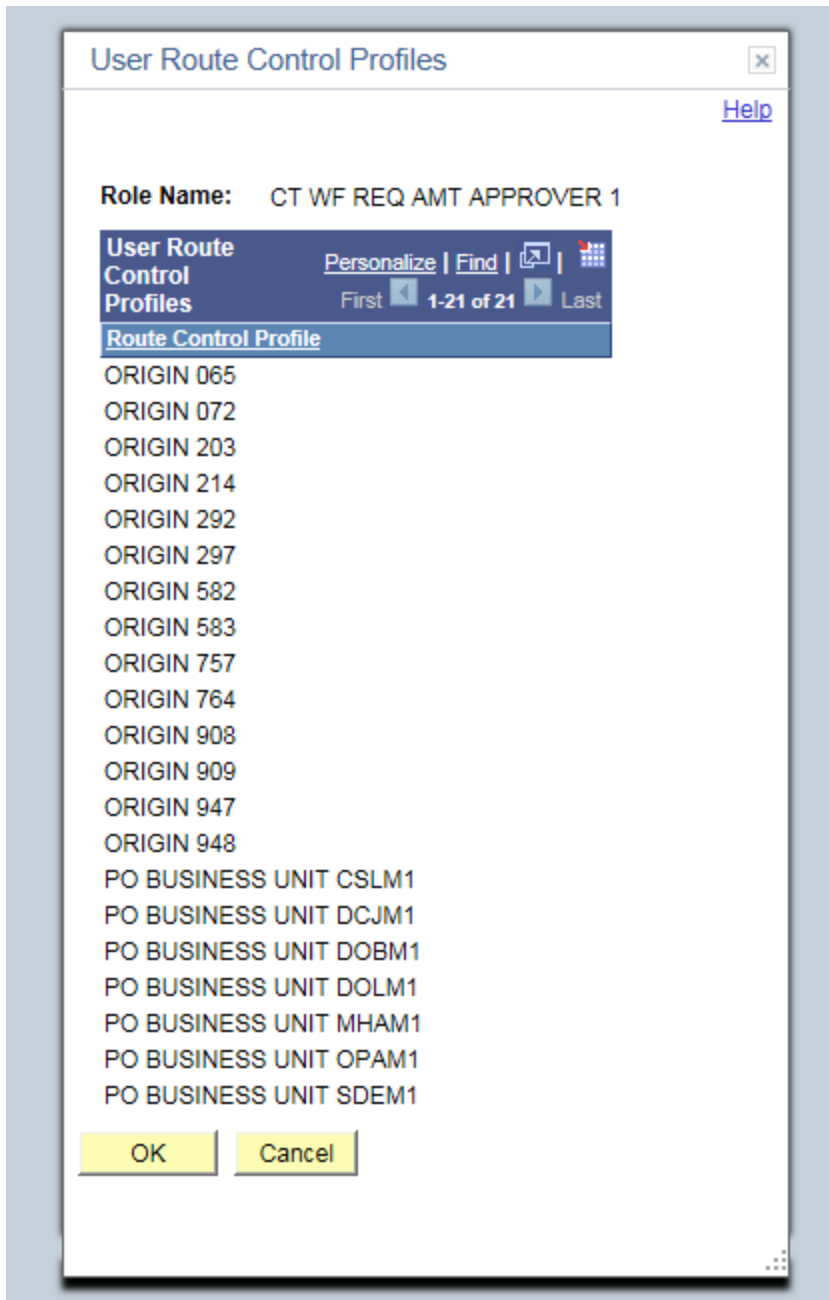
5. Click OK or Cancel to return to Roles tab