How to Guide: Core-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

Favorites +	Main Menu	 Core-CT F 	inancials 👻 >	PeopleTools + >	Security 🔻 >	User Profiles ->	User Profiles
Core 🖸	T	All 👻	Search		>> Advance	ed Search 🛛 🔯 Last S	earch Results
My HR	Finance	Manage CRM	My CRM	Core-CT Help	Guest	CT Interfaces	Manager D
User Profiles Enter any inform Find an Exist	ation you have	and click Search. Leav	e fields blank for a	a list of all values.			
Search Cr	iteria						
Search by: [Limit the number Search A	User ID V r of results to (up dvanced Search	begins with CTSUPER p to 300): 300	RUSER				
Search Resul	Its						
View All User ID CTSUPERUSER	First 1 R All Roles e	1-3 of 3 E Last Description xcept 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 The Previous in List Next in List General I ID Roles Workflow Audit Links	

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

User ID CTSUPER	USER					
Description All Roles except NonState User						
Dynamic Role Rule						
Execute o	n Server	P	rocess Mor	nitor	Service Monitor	
Test Rule(s)	Refresh	Execute	e Rule(s)			
User Roles	Pers	onalize	Find Vie	ew 100 💷 📕	First ④ 241-250 of 25	0 🕑 Last
Role Name	Description		Dynamic		View Definition	
CT WF REQ AMT APPROVER 1	Req Amt Approver 1 \$2,500	=</td <td></td> <td>Route Control</td> <td>View Definition</td> <td></td>		Route Control	View Definition	
CT WF REQ AMT APPROVER 2	Req Amt Approver 2 10,000	2 =</td <td></td> <td>Route Control</td> <td>View Definition</td> <td></td>		Route Control	View Definition	
CT WF REQ AMT APPROVER 3	Req Amt Approver 3 mil.	3 = 1</td <td></td> <td>Route Control</td> <td>View Definition</td> <td></td>		Route Control	View Definition	
CT WF REQ AMT APPROVER 4	Req Amount Approv 1 mil.	/er 4 >		Route Control	View Definition	
CT WF REQ BUDGET APPROVER	REQUISITION BUD APPROVER	GET		Route Control	View Definition	
CT WF REQ PURCH APPROVER	REQUISITION PURCHASING APP	R		Route Control	View Definition	
PO Amount Reviewer 1	PURCHASE ORDE APPVR 1	R AMT		Route Control	View Definition	
PO Amount Reviewer 2	PURCHASE ORDE APPVR 2	R AMT		Route Control	View Definition	
PO Budget Reviewer	PURCHASE ORDE BUDGET APPRO	R		Route Control	View Definition	
Voucher Approver	Voucher Approver			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

User Route (Control Profiles	×
		<u>Help</u>
Role Name:	CT WF REQ AMT APPROVER 1	
User Route Control Profiles	Personalize Find 🖾 🗰 First 🚺 1-21 of 21 🚺 Last	
Route Control	Profile	
ORIGIN 065		
ORIGIN 072		
ORIGIN 203		
ORIGIN 214		
ORIGIN 292		
ORIGIN 297		
ORIGIN 582		
ORIGIN 757		
ORIGIN 764		
ORIGIN 908		
ORIGIN 909		
ORIGIN 947		
ORIGIN 948		
PO BUSINES	5 UNIT CSLM1	
PO BUSINES	S UNIT DCJM1	
PO BUSINES	S UNIT DOBM1	
PO BUSINES	S UNIT DOLM1	
PO BUSINES	S UNIT MHAM1	
PO BUSINES		
PO BUSINES	S UNIT SDEM1	
ОК	Cancel	
		:

5. Click OK or Cancel to return to Roles tab

Core-CT