Financial Security Job Aid

When to use the Financials Appendix Page – CO-1092

The Financials Appendix page is required for the financial roles mentioned throughout this job aid. This job aid should guide you on how to complete these sections of the security form.

   Roles

➤ General Buyer OR Program Buyer

   Ship To Location, Department, Origin must be provided (only one default is allowed per field)

   Buyers Authorized (on behalf of): This field is for Buyers that creates Purchase Orders on behalf of other Buyers. The Buyer Userid must be listed in this field.

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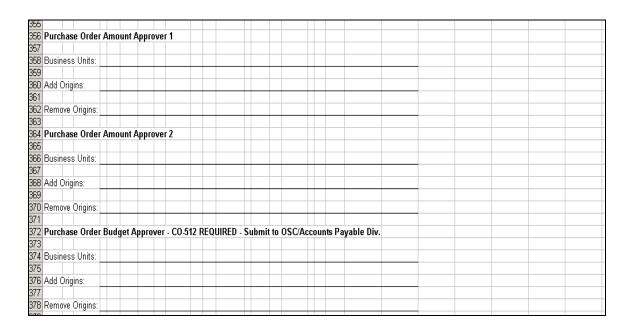|											
347											
348	General Buyer		OR	Program Buyer							
349											
350	Ship To Location				Department		Origin				
351											
352	Buyers Authorized (on behalf of):										
353											
354											
355											

Roles

➢ Purchase Order Amount Approver 1
➢ Purchase Order Amount Approver 2
➢ Purchase Order Budget Approver

The Business Unit and Origin(s) must be filled in.

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355													
356	**Purchase Order Amount Approver 1**												
357													
358	Business Units:												
359													
360	Add Origins:												
361													
362	Remove Origins:												
363													
364	**Purchase Order Amount Approver 2**												
365													
366	Business Units:												
367													
368	Add Origins:												
369													
370	Remove Origins:												
371													
372	**Purchase Order Budget Approver - CO-512 REQUIRED - Submit to OSC/Accounts Payable Div.**												
373													
374	Business Units:												
375													
376	Add Origins:												
377													
378	Remove Origins:												

➢ Requester

Ship To Location, Department, Origin must be provided (only one default is allowed per field)

Requesters Authorized (on behalf of): This field is for Requesters that create Requisitions on behalf of other Requesters. The Requester Userid must be listed in this field.

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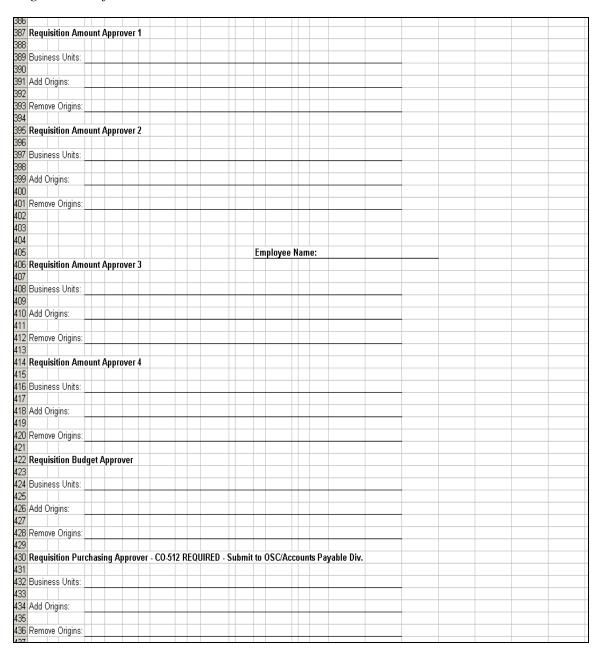| 380	Requester													
381		Ship To Location					Department		Origin					
382														
383	Requesters Authorized (on behalf of):													
384														
385														
386														

Multi Requester (same as Requester)

➢ Requisition Amount Approver 1
➢ Requisition Amount Approver 2
➢ Requisition Amount Approver 3
➢ Requisition Amount Approver 4
➢ Requisition Budget Approver
➢ Requisition Purchasing Approver

The Business Unit and Origin(s) must be filled in.

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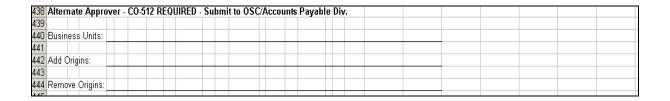| 386	
387	**Requisition Amount Approver 1**
388	
389	Business Units:
390	
391	Add Origins:
392	
393	Remove Origins:
394	
395	**Requisition Amount Approver 2**
396	
397	Business Units:
398	
399	Add Origins:
400	
401	Remove Origins:
402	
403	
404	
405	**Employee Name:**
406	**Requisition Amount Approver 3**
407	
408	Business Units:
409	
410	Add Origins:
411	
412	Remove Origins:
413	
414	**Requisition Amount Approver 4**
415	
416	Business Units:
417	
418	Add Origins:
419	
420	Remove Origins:
421	
422	**Requisition Budget Approver**
423	
424	Business Units:
425	
426	Add Origins:
427	
428	Remove Origins:
429	
430	**Requisition Purchasing Approver - CO-512 REQUIRED - Submit to OSC/Accounts Payable Div.**
431	
432	Business Units:
433	
434	Add Origins:
435	
436	Remove Origins:

➢ Alternate Approver

The Business Unit and Origin(s) must be filled in. Note: Alternate Approvers do not receive items in their worklist.

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438	Alternate Approver - CO-512 REQUIRED - Submit to OSC/Accounts Payable Div.									
439										
440	Business Units:									
441										
442	Add Origins:									
443										
444	Remove Origins:									

➢ Adjustment Voucher Processor
➢ Journal Voucher Processor
➢ Voucher Processor

The Business Unit and Origin (only one allowed) must be filled in.

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446	Adjustment Voucher Processor								
447									
448	Add AP Origin (Allowed Only One:):								
449									
450	Remove AP Origin:								
451									
452	Journal Voucher Processor								
453									
454	Add AP Origin (Allowed Only One):								
455									
456	Remove AP Origin:								
457									
458									
459									
460									
461									
462									
463									
464				Employee Name:					
465									
466	Voucher Processor								
467									
468	Add AP Origin (Allowed Only One):								
469									
470	Remove AP Origin:								

➢ Voucher Approver

The Business Unit and Origin(s) must be filled in.

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472	Voucher Approver - CO-512 REQUIRED - Submit to OSC/Accounts Payable Div.
473	
474	Business Units:
475	
476	Add AP Origins:
477	
478	Remove AP Origins:
479	