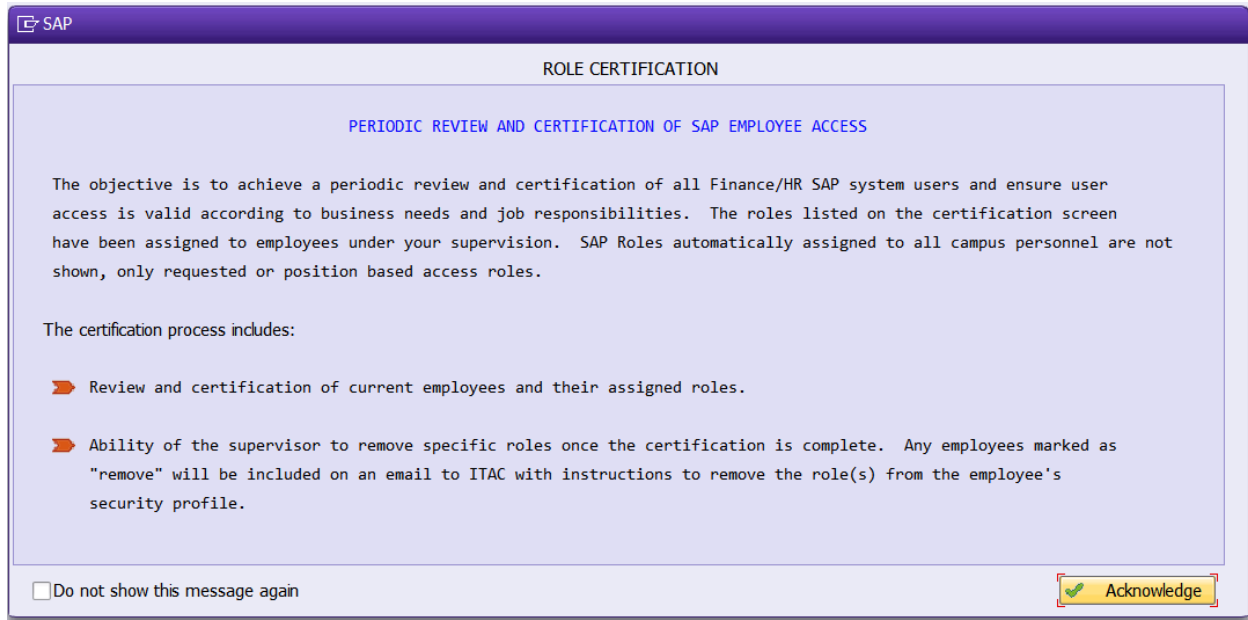


Instructions for Certifying SAP Security Role Assignments

Certification Workflow Task

A workflow task will appear in the workflow inbox as “Employee Role Certification for Position: 500XXXXX”. Double click on the task to open.

Acknowledgement Page:



NOTE: Option to not show the message again

Click on the Acknowledge to move forward to the certification screen.

ROLES CERTIFICATION

Supervisor: Bruce Wayne BW40 1 Year: 2018 Cycle: 1 Certification Status: Not Completed! # Incomplete: 12 # Roles: 12 3

Position: Supv, Warehouse 5000973 2

Status	Role Name	TCode	ROLE TYPE	ROLE AREA	Description	Role Contact
	Z3_FI_AM_FIXED_ASSET_ACCTANT	05*	CENTRAL	FI	CREATE, CHANGE, DELETE, TRANSFER ASSETS, RECONCILIATIONS	materialsmt@txsta
	Z3_FI_AM_FIXED_ASSET_STUDENT	05*	CENTRAL	FI	ALLOWS STUDENTS TO CREATE ASSETS AND RUN ASSET REPORTS	materialsmt@txsta
	Z3_FI_DEPT_DISPLAY	05*	DEPT	FI	UNRESTRICTED DISPLAY BASIC MASTER DATA, FI DOCUMENTS, VENDOR INFO & ASSET RECORDS, ETC.	gao@txstate.edu
	Z3_FI_DISPLAY	05*	CENTRAL	FI	DISPLAY BASIC MASTER DATA, FI DOCUMENTS, VENDOR INFO & ASSET RECORDS, ETC.	gao@txstate.edu
	Z3_FI_FM_DISPLAY	05*	CENTRAL	FI	DISPLAY BUDGETING WORKBENCH, BUDGET ADDRESSES, FUNDS RESERVATIONS, FUND COMMITMENTS, ETC.	budget@txstate.edu
	Z3_FI_GM_DISPLAY	05*	CENTRAL	FI	GENERAL GRANT MASTER DATA & BUDGET TO ACTUAL REPORT DISPLAY RESTRICTED TO BACK OFFICE.	grants@txstate.edu
	Z3_HR_DEPT_TIME_ADMIN	05*	DEPT	HR	GIVES ADMIN STAFF ACCESS TO ADMINISTER THE DEPARTMENT'S COMPLIANCE WITH TIME POLICY AND PROCEDURES	hr_mdc@txstate.edu
	Z3_HR_SUPERVISOR	05*	DEPT	HR	GIVES SUPERVISORS ACCESS TO APPROVE OR REJECT TIME ENTRIES FROM ASSIGNED EMPLOYEES	hr_mdc@txstate.edu
	Z3_MM_GR_GOODS_RECEIVER	05*	CENTRAL	FI	ABILITY TO CREATE & MAINTAIN GOODS RECEIPTS. RESTRICTED TO BACK OFFICE.	materialsmt@txsta
	Z3_MM_PU_DEPT_DISPLAY	05*	DEPT	FI	VIEW PURCHASING DOCS:REQUISITIONS, RFQs, QUOTATIONS, & POs ORDERS.VENDOR MASTER DATA & REPORTS	purchasing@txstate
	Z3_MM_PU_DEPT_REQUISITIONER	05*	DEPT	FI	CREATE, MODIFY OR DELETE PURCHASE REQUISITIONS, REQUEST FOR QUOTATIONS AND QUOTATIONS.	purchasing@txstate
	Z3_MM_PU_DISPLAY	05*	CENTRAL	FI	ABILITY TO DISPLAY RFQ, RQ, PO & HUB REPORT. RESTRICTED TO BACK OFFICE.	purchasing@txstate

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6 SUBMIT 7 Review 8 Exit

Click to Process a Role
 Role Certified
 Role included in Pattern
 Click to continue/complete certification

1. Name of supervisor, user id, position number and position title
2. Fiscal Year and cycle of the certification, used for reporting.
3. Status of the certification, total number of roles to certify and number of roles certified.
4. Click here to review employees assigned to this role.

ROLE CERTIFICATION

ROLE: Z3_FI_DISPLAY a Users: 4

Role Description: DISPLAY BASIC MASTER DATA, FI DOCUMENTS, VENDOR INFO & ASSET RECORDS, ETC.

APPROVE/REM...	FULL NAME	FROM	TO	POSITION	COMMENTS	PERS AREA	ORG UNIT	PERNR	USERID
<input type="checkbox"/>	Alfred Pennyworth	03/05/2018	12/31/9999	Warehouse Worker		Finance/Support S	Materials Mgmt & Log	123	AP40
<input type="checkbox"/>	Richard Grayson	03/26/2008	12/31/9999	Head Warehouse Worker		Finance/Support S	Materials Mgmt & Log	158	RG46
<input type="checkbox"/>	Amada Waller	02/21/2013	12/31/9999	Head Warehouse Worker		Finance/Support S	Materials Mgmt & Log	290	AW41
<input type="checkbox"/>	Barbara Gordon	06/30/2014	12/31/9999	Warehouse Worker		Finance/Support S	Materials Mgmt & Log	377	BG33

b c d

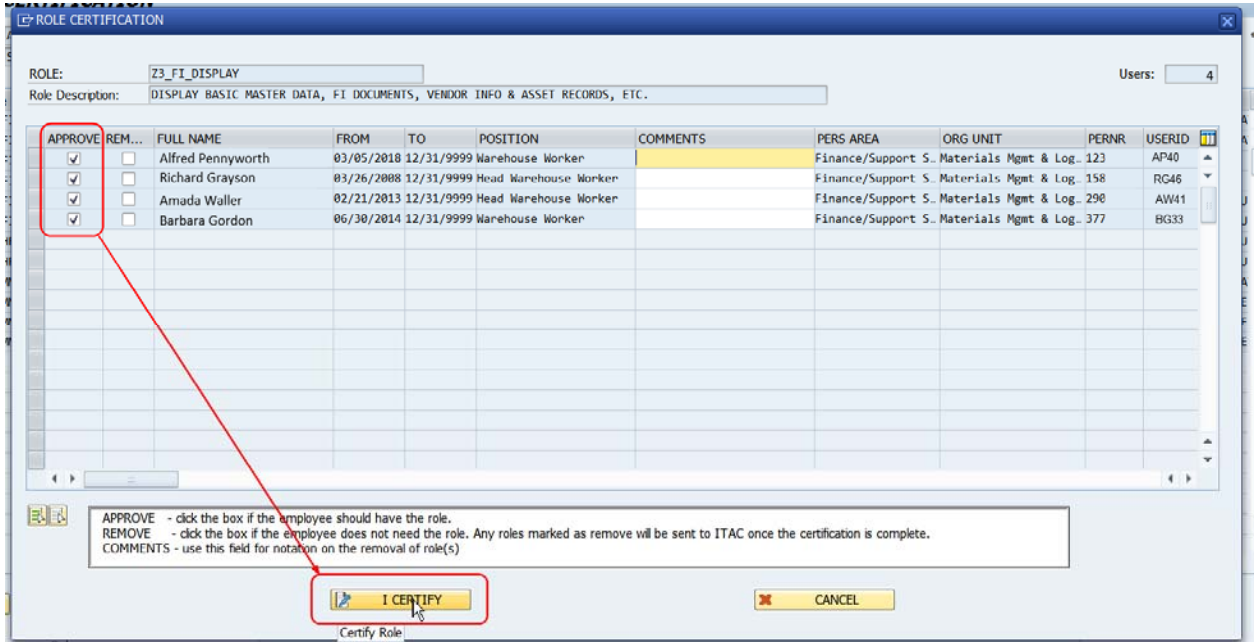
APPROVE - click the box if the employee should have the role.
 REMOVE - click the box if the employee does not need the role. Any roles marked as remove will be sent to ITAC once the certification is complete.
 COMMENTS - use this field for notation on the removal of role(s)

I CERTIFY CANCEL e f

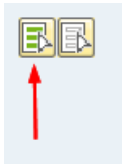
- a. Role name and description
- b. Approve – click here if the employee should have this role
- c. Remove – click here if the employee should not have this role. Once the review has been certified, an email with all of the “remove” checks will be generated and sent to ITAC to have the roles removed.
- d. Comments – use this field to leave any comments for removal of the role(s).

- e. I CERTIFY – once all employees on this list have been either approved or removed, click here to mark the role as complete.
- f. CANCEL – if further review is necessary, click here to go back to the main certification screen.

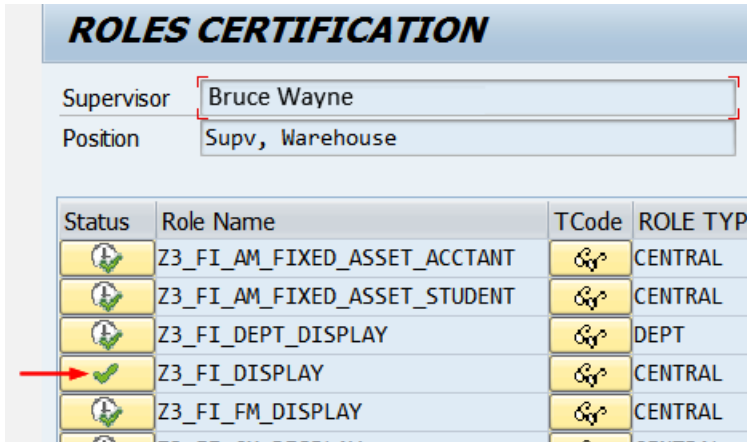
Example, approved all employees on the screen above:




TIP: Use this button to quickly select approve on all lines, then click "I Certify"



Now the certification screen looks like this:

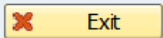


5.  shows the transactions included in the role.

Transaction List

Role: Z3_FI_AP_DEPT_DISP_RESTRICTED
 RESTRICTED TO DEPT'S WITH AN AP FUNCTION- DISPLAY ONLY

Transaction	Description
F.40	A/P: Account List
F.41	A/P: Open Items
FBL1N	Vendor Line Items
FBV3	Display Parked Document
FBV5	Document Changes of Parked Documents
FCH1	Display Check Information
FCHN	Check Register
FK10N	Vendor Balance Display
FS10NA	Display Balances
ZXK03	Display vendor (centrally)



6. REVIEW – shows what has been certified.

ROLES CERTIFICATION REVIEW

Z3_FI_AM_FIXED_ASSET_ACCTANT CREATE, CHANGE, DELETE, TRANSFER ASSETS, RECONCILIATIONS COMPLETED ←

ALFRED PENNYWORTH	AP40	10/20/2015	12/31/9999	APPROVED	
RICHARD GRAYSON	RG46	10/20/2015	12/31/9999	APPROVED	
AMANDA WALLER	AW41	10/20/2015	12/31/9999	APPROVED	
BARBARA GORDON	BG33	10/20/2015	12/31/9999	APPROVED	

Z3_FI_AM_FIXED_ASSET_STUDENT ALLOWS STUDENTS TO CREATE ASSETS AND RUN ASSET REPORTS COMPLETED ←

ALFRED PENNYWORTH	AP40	10/14/2009	12/31/9999	APPROVED	
AMANDA WALLER	AW41	10/14/2009	12/31/9999	*REMOVE*** ←	
BARBARA GORDON	BG33	10/14/2009	12/31/9999	APPROVED	

Z3_FI_DEPT_DISPLAY UNRESTRICTED DISPLAY BASIC MASTER DATA, FI DOCUMENTS, VENDOR INFO & ASSET RECORDS, ETC. *NO PROCESS* ←

AMANDA WALLER	AW41	11/06/2012	12/31/9999		
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7. SUBMIT – Once all of the roles have been certified

The screenshot displays the 'ROLES CERTIFICATION' application interface. At the top, the supervisor is identified as Bruce Wayne (BW40) in position 50008973, for the year 2018, cycle 1. The certification status is 'Ready to Submit' with 0 incomplete roles and 12 total roles. A table lists 12 roles, each with a green checkmark in the 'Status' column. A red circle highlights the 'SUBMIT' button in the bottom toolbar. A confirmation dialog box is open, displaying the message: 'CONGRATULATIONS! Role Certification Process completed! We are looking forward to working with you in the future...'

Status	Role Name	TCode	ROLE TYPE	ROLE AREA	Description	Role Contact
✓	23_FI_M_FIXED_ASSET_ACCTANT	659	CENTRAL	FI	CREATE, CHANGE, DELETE, TRANSFER ASSETS, RECONCILIATIONS	materialsngt@txsta
✓	23_FI_M_FIXED_ASSET_STUDENT	659	CENTRAL	FI	ALLOWS STUDENTS TO CREATE ASSETS AND RUN ASSET REPORTS	materialsngt@txsta
✓	23_FI_DEPT_DISPLAY	659	DEPT	FI	UNRESTRICTED DISPLAY BASIC MASTER DATA, FI DOCUMENTS, VENDOR INFO & ASSET RECORDS, ETC.	gao@txstate.edu
✓	23_FI_DISPLAY	659	CENTRAL	FI	DISPLAY BASIC MASTER DATA, FI DOCUMENTS, VENDOR INFO & ASSET RECORDS, ETC.	gao@txstate.edu
✓	23_FI_FM_DISPLAY	659	CENTRAL	FI	DISPLAY BUDGETING WORKBENCH, BUDGET ADDRESSES, FUNDS RESERVATIONS, FUND COMMITMENTS, ETC.	budget@txstate.edu
✓	23_FI_GM_DISPLAY	659	CENTRAL	FI	GENERAL GRANT MASTER DATA & BUDGET TO ACTUAL REPORT DISPLAY RESTRICTED TO BACK OFFICE.	grants@txstate.edu
✓	23_HR_DEPT_TIME_ADMIN	659	DEPT	HR	GIVES ADMIN STAFF ACCESS TO ADMINISTER THE DEPARTMENT'S COMPLIANCE WITH TIME POLICY AND PROCEDURES	hr_mdc@txstate.edu
✓	23_HR_SUPERVISOR	659	DEPT	HR	GIVES SUPERVISORS ACCESS TO APPROVE OR REJECT TIME ENTRIES FROM ASSIGNED EMPLOYEES	hr_mdc@txstate.edu
✓	23_MM_GR_GOODS_RECEIVER	659	CENTRAL	FI	ABILITY TO CREATE & MAINTAIN GOODS RECEIPTS. RESTRICTED TO BACK OFFICE.	materialsngt@txsta
✓	23_MM_PU_DEPT_DISPLAY	659	DEPT	FI	VIEW PURCHASING DOCS:REQUISITIONS, RFQs, QUOTATIONS & POWS ORDERS.VENDOR MASTER DATA & REPORTS	purchasing@txstate
✓	23_MM_PU_DEPT_REQUISITIONER	659	DEPT	FI	CREATE, MODIFY OR DELETE PURCHASE REQUISITIONS, REQUEST FOR QUOTATIONS AND QUOTATIONS.	purchasing@txstate
✓	23_MM_PU_DISPLAY	659	CENTRAL	FI	ABILITY TO DISPLAY RFQ, RQ, PO & HUB REPORT. RESTRICTED TO BACK OFFICE.	purchasing@txstate

8. EXIT – the user can exit the task at any point during the process and come back to it later. The task will stay in the user's inbox until it has been completed and submitted.

Email sent to ITAC for removal of role(s):

ITAC Staff:

The file attached indicates which roles should be deleted or revoked.
Please keep in mind that a role can be revoked by changing the Validity End Date.

Requestor & Manager Information

Requested by: Bruce Wayne (BW40)
Position Title: Supv, Warehouse (50000973)

Date: 06/08/2018

Thank you!

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