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:

☞ SAP
ROLE CERTIFICATION
PERIODIC REVIEW AND CERTIFICATION OF SAP EMPLOYEE ACCESS
The objective is to achieve a periodic review and certification of all Finance/HR SAP system users and ensure user access is valid according to business needs and job responsibilities. The roles listed on the certification screen have been assigned to employees under your supervision. SAP Roles automatically assigned to all campus personnel are not shown, only requested or position based access roles.
The certification process includes:
Review and certification of current employees and their assigned roles.
Ability of the supervisor to remove specific roles once the certification is complete. Any employees marked as "remove" will be included on an email to ITAC with instructions to remove the role(s) from the employee's security profile.
Do not show this message again

NOTE: Option to not show the message again

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

	or Bruce Wayne	Navne		800/40	Year 2018 Cycle 1 Certification Status: No	iot Completed!	
Position	Supv, Warehouse		5	0000973 1	# Incomplete 12	# Roles: 12	
					2		
Status	Role Name	TCode	ROLE TYPE	ROLE AREA	Description	Role Contact	
0	23_FI_AM_FIXED_ASSET_ACCTANT	65	CENTRAL	FI	CREATE, CHANGE, DELETE, TRANSFER ASSETS, RECONCILIATIONS	materialsmgt@txst	
	Z3_FI_AM_FIXED_ASSET_STUDENT	60	CENTRAL	FI	ALLOWS STUDENTS TO CREATE ASSETS AND RUN ASSET REPORTS	materialsmgt@txst	
(b)	Z3_FI_DEPT_DISPLAY	Ggt	DEPT	FI	UNRESTRICTED DISPLAY BASIC MASTER DATA, FI DOCUMENTS, VENDOR INFO & ASSET RECORDS, ETC.	gao@txstate.edu	
Ð	Z3_FI_DISPLAY	60	CENTRAL	FI	DISPLAY BASIC MASTER DATA, FI DOCUMENTS, VENDOR INFO & ASSET RECORDS, ETC.	gao@txstate.edu	
	Z3_FI_FM_DISPLAY			FI	DISPLAY BUDGETING WORKBENCH, BUDGET ADDRESSES, FUNDS RESERVATIONS, FUND COMMITMENTS, ETC.	budget@txstate.ed	
Ð	23_FI_GM_DISPLAY Gr CENTRAL			FI	GENERAL GRANT MASTER DATA & BUDGET TO ACTUAL REPORT DISPLAY RESTRICTED TO BACK OFFICE.	grants@txstate.ed	
(b)	Z3_HR_DEPT_TIME_ADMIN	Gr	DEPT	HR	GIVES ADMIN STAFF ACCESS TO ADMINISTER THE DEPARTMENT'S COMPLIANCE WITH TIME POLICY AND PROCEDURES	hr_mdc@txstate.ed	
(b)	Z3_HR_SUPERVISOR	64	DEPT	HR	GIVES SUPERVISORS ACCESS TO APPROVE OR REJECT TIME ENTRIES FROM ASSIGNED EMPLOYEES	hr_mdc@txstate.ed	
Ð	Z3_MM_GR_GOOD5_RECEIVER	Ge	CENTRAL	FI	ABILITY TO CREATE & MAINTAIN GOODS RECEIPTS. RESTRICTED TO BACK OFFICE.	materialsmgt@txst	
Ø	Z3 MM PU DEPT DISPLAY	Ge	DEPT	FI	VIEW PURCHASING DOCHS: REQUISITIONS, REQUS, QUOTATIONS, & POWS ORDERS. VENDOR MASTER DATA & REPORTS	purchasing@txstate	
0	Z3_MM_PU_DEPT_REQUISITIONER & DEPT FI			FI	CREATE, MODIFY OR DELETE PURCHASE REQUISITIONS, REQUEST FOR QUOTATIONS AND QUOTATIONS.	purchasing@txstate	
Ð	Z3 MM_PU_DISPLAY 64 CENTRAL FI				ABILITY TO DISPLAY RFQ, RQ, PO & HUB REPORT. RESTRICTED TO BACK OFFICE.	purchasing@txstate	
		5					
					4 }	4.9	

- 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.

		Z3_FI_DISPLAY		a					Usi	ars:	
e Descripti	on:	DISPLAY BASIC MASTER D	ATA, FI DOCUMEN	rs, VENDOR	INFO & ASSET RECORDS, E	TC.					
APPROVE	REM	FULL NAME	FROM	то	POSITION	COMMENTS	PERS AREA	ORG UNIT	PERNR	USERID	,
		Alfred Pennyworth	03/05/2018	12/31/9999	Warehouse Worker		Finance/Support S.	Materials Mgmt & Log.	123	AP40	
		Richard Grayson	03/26/2008	12/31/9999	Head Warehouse Worker		Finance/Support S.	Materials Mgmt & Log.	158	RG46	
		Amada Waller	02/21/2013	12/31/9999	Head Warehouse Worker		Finance/Support S.	Materials Mgmt & Log.	298	AW41	
		Barbara Gordon	06/30/2014	12/31/9999	Warehouse Worker		Finance/Support S.	Materials Mgmt & Log.	377	BG33	
ь	с					d					
• •										4 1	٢

- a. Role name and description
- b. Approve click here if the employee should have this role
- c. Remove click here is 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.

ROLE CERTIFICATION Z3_FI_DISPLAY ROLE: Users: 4 DISPLAY BASIC MASTER DATA, FI DOCUMENTS, VENDOR INFO & ASSET RECORDS, ETC. Role Description: APPROVE REM ... FULL NAME FROM то POSITION COMMENTS PERS AREA ORG UNIT PERNR USERID Alfred Pennyworth 03/05/2018 12/31/9999 Warehouse Worker Finance/Support S. Materials Mgmt & Log. 123 AP40 Richard Grayson ¥ 03/26/2008 12/31/9999 Head Warehouse Worker Finance/Support S. Materials Mgmt & Log. 158 RG46 02/21/2013 12/31/9999 Head Warehouse Worker Finance/Support S. Materials Mgmt & Log. 290 ✓✓ Amada Waller AW41 06/30/2014 12/31/9999 Warehouse Worker Finance/Support S. Materials Mgmt & Log. 377 BG33 Barbara Gordon 4.1 国民 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 CENTIFY x CANCEL Certify Role

Example, approved all employees on the screen above:

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

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Now the certifcation screen looks like this:

ROLES CERTIFICATION										
Supervis	or	Bruce Wayne	nouse							
Position		Supv, Warehouse								
Status	Role	e Name	TCode	ROLE TYP						
- Co	Z3_	FI_AM_FIXED_ASSET_ACCTANT	66	CENTRAL						
(F)	Z3_	FI_AM_FIXED_ASSET_STUDENT	66	CENTRAL						
	Z3_	FI_DEPT_DISPLAY	66	DEPT						
	Z3_	FI_DISPLAY	66	CENTRAL						
	Z3_	FI_FM_DISPLAY	66	CENTRAL						
	1	ET OU DICOUNT		CONTRAL.						

5. shows the transactions included in the role.

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' I ransaction List		
Role 73 ET AP DEPT DT	SP RESTRICTED	
RESTRICTED TO DE	FT 5 WITH AN AF FUNCTION- DISPLAT ONLY	
Transaction	Description	F
F 40	A/P: Account List	L
F. 41	A/P: Open Items	
FRI 1N	Vendor Line Items	r
FBV3	Display Parked Document	
FBV5	Document Changes of Parked Documents	
FCH1	Display Check Information	
FCHN	Check Register	
FK10N	Vendor Balance Display	
FS10NA	Display Balances	
7ХК03	Display vendor (centrally)	
N		
		4 5
4 1	***	

6. REVIEW – shows what has been certified.

ROLES CERTIFICATION REVIEW							X
xde de m in ei							
							*
Z3_FI_AM_FIXED_ASSET_ACCTANT	CREATE, CHANGE, DELETE, TR	ANSFER ASSETS,	RECONCILIATIO	NS		COMPLETED	÷.
ALFRED PENNYWORTH RICHARD GRAYSON AMANDA WALLER BARBARA GORDON	AP40 RG46 AW41 BG33	10/20/2015 10/20/2015 10/20/2015 10/20/2015	12/31/9999 12/31/9999 12/31/9999 12/31/9999 12/31/9999	APPROVED APPROVED APPROVED APPROVED			
Z3_FI_AM_FIXED_ASSET_STUDENT	ALLOWS STUDENTS TO CREATE	ASSETS AND RUN	ASSET REPORT	5		COMPLETED	<i>王</i> 王
ALFRED PENNYWORTH AMANDA WALLER BARBARA GORDON	AP40 AW41 BG33	10/14/2009 10/14/2009 10/14/2009	12/31/9999 12/31/9999 12/31/9999	APPROVED *REMOVE*** APPROVED			
Z3_FI_DEPT_DISPLAY AMANDA WALLER	UNRESTRICTED DISPLAY BASIC AW41	MASTER DATA, 8 11/06/2012	I DOCUMENTS, 12/31/9999	VENDOR INFO	& ASSET RECORDS, ETC.	*NO PROCESS*	

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 </u> Release Review 🗙 Exit Click to Process a Role Role Certified 🔄 Information X ٦ CONGRATULATIONS! Ц il. Role Certification Process completed! We are looking forward to working with you in the future ?
- 7. SUBMIT Once all of the roles have been certified

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!



Attachment Spreadsheet:

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	le Home Insert Page	Layout Form	ulas Data	Review View	🔉 Tell me what you	want to do					
Pas	Calibri Copy → B I L Cipboard S	• 11 • J • 🖿 • 🕭 Font	A^ A = = = = = = = = = = = = = = = = = =	≡ 😸 · E Wra ≡ ≡ 🔄 • E Mer Alignment	ap Text Ge rge & Center - \$	eneral • • % • • • • • • • • • Number •	Conditional Forma Formatting ▼ Tabl	Nor at as e •	mal B od N Styles	ad × ieutral v	E Insert
F7	• I × 🗸	fx Z3_FI_	AM_FIXED_	ASSET_STUDENT							
	А	В	С	D	E		F	G	н	I	
1	TEXAS STATE UNIVERSITY										
2	Convite Authorization Franc										
3	Security Authorization Form										
5	Name	TXState NetID	Person ID#	Position	Position Number	Role		Action	Effective Date	ITAC - Completed	by
6											
7	MS Amanda Waller	AW41	A04225031	Administrative Asst II	50025039	Z3_FI_AM_FIXED_	ASSET_STUDENT	REVOKE	6/8/2018		
8											
9											
10	Reason for Request										
12											
13											
14	Role Certification for Position:	50000973									
15											
16											
17	Requestor & Manager Informa	ition									
18											
19											
20	Requested By: Bruce Wayne										
21	Position: Supv, Warehouse	Posit	ion number:	50000973							
22	TXState NetID: BW40										
23											