HHS Enterprise Portal Requesting Access to CAPPS FIN

Identity Access Management

July 2022

TEXAS
Health and Human Services

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Requesting Access to CAPPS FIN

This document addresses the specific steps for requesting CAPPS FIN access through the HHS Enterprise Portal, with the assumption that you are already a portal user, and familiar with requesting access to other applications through the portal. If this is not the case, please refer to the following links for further information.

- [Register for an HHS Enterprise Portal Account (state.tx.us)](state.tx.us)
- [Enterprise Application Portal Access (state.tx.us)](state.tx.us)

About Profile Based Access

CAPPS FIN access is organized by modules. Each module contains a specific list of profiles.

When you select a profile, its roles and other layers of access will automatically be assigned to you.

Most modules also contain individual roles that you can add manually for a more customized access, as well as a section for requesting restricted access. Restricted access requires a justification if selected.

Figure 1. Profile Based Access
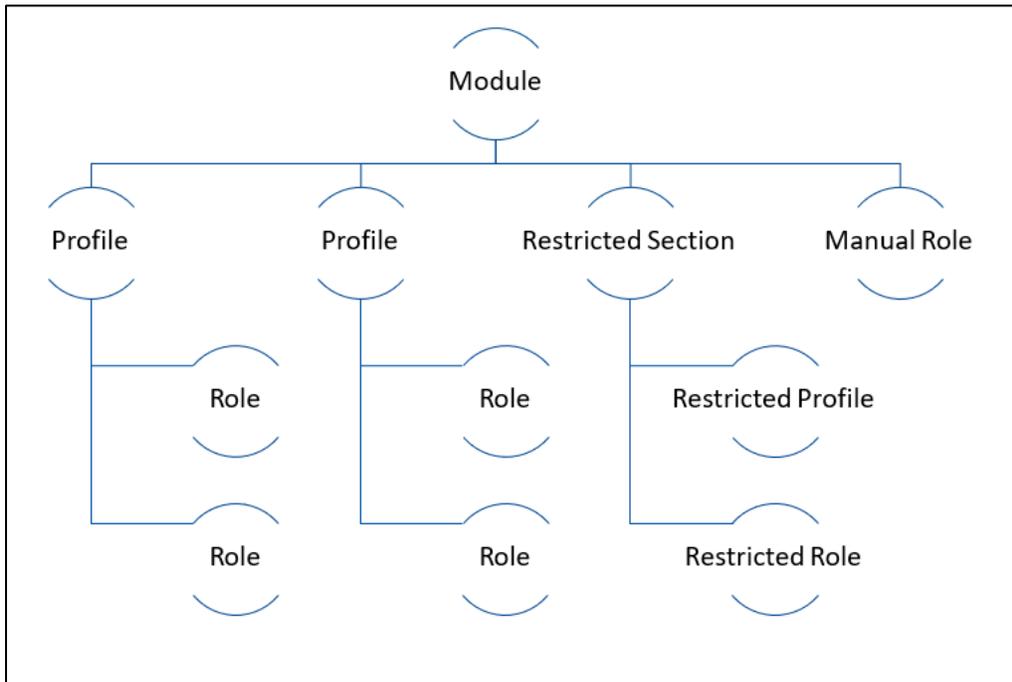
Inquiry Only Roles

Inquiry Roles are selected by default. If this is the only type of access that you require, scroll to the bottom of the page, and select **Next** to return to your cart.

Figure 2. CAPPS FIN Inquiry Only Roles

Inquiry Only Roles	Description
A_AC_COMMON	Access to general menus and screens.
A_AC_FIN_INQUIRY	Inquiry access to most CAPPS FIN modules.
A_RT_PROF_OTHER_USERS	Provides ability to run queries and access most reports in reporting database.
A_SS_DOWNLOAD_CNTRCT_TEMPLATES	Access to Open Contract Document Templates
A_SS_DOWNLOAD_EVENT_TEMPLATES	Access to Open Event Document Templates
HHS Dashboard	HHS Procurement Dashboard

If no additional roles are required, please skip to the bottom of the page and click Next.

Accounts Payable

The Accounts Payable or AP module records vendor invoices (vouchers) and aligns with the Purchasing and Receiving modules to ensure timely payment to vendors. Access options vary depending on your agency.

Figure 3. CAPPS FIN Accounts Payable Roles

Accounts Payable	
Learn More ⍰	
Profiles ▲	**Description** ⬍
☐ AP LEVEL 1 SUPPORT	Provide AP Support, create standard comments, A_AP_PO_ADJUST.
☐ FACILITY APPROVAL	Facilities only: Voucher approval Level 2 and Level 3.
☐ PAYCYCLE	Restricted access to maintain paycycles.
☐ REGIONAL APPROVAL	Regional Office only: Voucher approval Level 2.
☐ STATE OFFICE APPROVAL	State Office only: Enter/approve vouchers Level 2 & Level 3 for origin ALL. KK Unlock Source Hdr access.
☐ VENDOR ENTRY	Enter Vendors and make updates. No other access provided.
☐ VOUCHER ENTRY ALL LOCATIONS	Enter/approve vouchers Level 1 for all locations.

▸ Manual Roles	
Roles ▲	**Description** ⬍
☐ A_AP_VCHR_BUILD	Voucher Build Process.
☐ A_AP_VCHR_CLOSE	Ability to close vouchers.

▸ Optional Preferences	
Preferences ▲	**Description** ⬍
☐ VOUCHER_REVERSAL	Allows user to utilize Reversal Style Voucher Template.

▸ Restricted Roles	
Roles ▲	**Description** ⬍
☐ A_AP_FIN_APPROVER	Update/Approve Vouchers.
☐ A_AP_FIN_MANAGER	Update/Approve Vouchers/Manager access.
☐ A_AP_SETUP	Setup and maintain AP parameters.
☐ A_AP_VCHR_ATCH_DELETE	Delete AP Voucher Attachments
☐ A_AP_VCHR_UNPOST	Allows user to unpost vouchers.
☐ TX_AP_UPD_VCHR_MAINT_UDA	Mass Maintenance and Voucher Build

Rules ▲	**Description** ⬍
☐ BUDG_DT_AP	Commitment Control Rule - AP Budget Date Override.
☐ OVRD_AP	Commitment Control Rule - AP Budget Override.

Accounts Payable – HHSC Profiles

- The **AP Level I Support profile** is a high-level access profile, allowing you access to many areas within AP for research and support. It also allows you to adjust purchase orders, enter standard comments, and much more. This profile is for an AP user that provides support to other users for their AP use and subject matter experts within AP.
- Select **Facility Approval** if you will be approving vouchers at a facility level, and specifically NOT for home office. This profile has level 2 and 3 voucher approval authority for your origin. Selecting this profile requires you to enter at least one voucher approver level under origin route control.
- The **Paycycle** profile provides you restricted access to maintain paycycles.

- Select **Regional Approval** if your job requires you to approve vouchers AP privileges at a regional level. This profile has level 2 voucher approving authority for your specific origin.
- Select the **State Office Approval** profile if your job requires you to approve vouchers at a state office level. This profile has level 2 and 3 voucher approval authority for all origins.
- Select the **Vendor Entry** profile if you need the ability to enter and maintain vendors.
- Selecting **Voucher Entry All Locations** allows you to enter and approve Level one vouchers for all locations. You are required to enter at least one voucher approver level under origin route control and a single voucher entry origin.

Accounts Payable – HHSC Manual Roles & Restricted Access

- Select **A_AP_VCHR_BUILD** to be able to process voucher builds.
- Select **A_AP_VCHR_CLOSE** if you require the ability to close vouchers.
- You can also select the "**Voucher_Reversal**" preference, which will allow to utilize the Reversal Style Voucher Template.

All restricted roles and rules require justification if selected.

- Select **A_AP_FIN_APPROVER** to update and approve account payable vouchers.
- Select **A_AP_FIN_MANAGER** to update and approve vouchers and access all areas of AP Management.
- The **A_AP_SETUP** role provides you the ability to establish and maintain account payable parameters. This is for a high-level user that may also provide AP support.
- The **A_AP_VCHR_UNPOST** role gives you the ability to unpost vouchers from the system.
- **BUDG_DT_AP** commitment control rule provides budget date override access.
- **OVRD_AP** commitment control rule provides AP budget override access.

Accounts Payable – DFPS Profiles

- Select **AP LEAD** to approve vouchers at level 1, 2, and 3, and delete vouchers.
- Select **AP MANAGER** to approve vouchers at level 1, 2, and 3, and delete/close vouchers. (AP Manager only)
- Select **AP SETUP (Finance Data Team)** for access to AP Level 1 support menus and setup options. (FDT only)
- Select **PROCUREMENT** for the ability to make purchase order adjustments.
- Select **VENDOR ENTRY** to have the ability to enter and maintain vendors. No other access is provided.
- Select **VOUCHER ENTRY** to have the ability to enter vouchers.

Accounts Payable – DFPS Manual Roles & Restricted Access

Manual Roles

- Select **A_AP_PAYCYCLE** to process Advance Travel Checks.
- Select **A_AP_STANDARD_COMMENTS** to add or update standard comments.
- Select **A_AP_UNLOCK_KK_SOURCE_HDR** to unlock AP Commitment Control Voucher Locked by Budget Check
- Select **A_AP_VCHR_BUILD** to access the Voucher Build process.

Optional Preferences

Select **VOUCHER_REVERSAL** to gain access for utilizing the Reversal Style Voucher Template.

Restricted Access

Select **A_AP_VCHR_UNPOST** for the ability to unpost vouchers.

Accounts Payable – DSHS Profiles

- Select **AP APPROVAL** for the ability to approve vouchers at Level 3. (Level 3 origin must be different than Level 2.)
- Select **AP SETUP/LEVEL 1** for access to AP setups, AP support, DLT comment setup. This profile is for high-level AP users only.
- Select **VENDOR ENTRY** to have the ability to enter and maintain vendors. No other access is provided.
- Select **VOUCHER ENTRY** to have the ability to enter vouchers at Level 1 & 2.

Accounts Payable – DSHS Manual Roles & Optional Preferences

Manual Roles

- Select **A_AP_FIN_MANAGER** to update and approve vouchers.
- Select **A_AP_PAYCYCLE** to process Advance Travel Checks.
- Select **A_AP_UNLOCK_KK_SOURCE_HDR** to unlock AP Voucher Locked by Budget Check.
- Select **A_AP_VCHR_BUILD** to access the voucher build process.
- Select **A_AP_VCHR_CLOSE** to close vouchers.
- Select **A_AP_VCHR_DELETE** to delete vouchers.
- Select **A_AP_VCHR_UNPOST** for the ability to unpost Vouchers.

Optional Preferences

- Select **BUDG_DT_AP** for the ability to override budget dates.

- Select **OVRD_AP** for the ability to override budgets.
- Select **VOUCHER_REVERSAL** to gain access for utilizing the Reversal Style Voucher Template.

Asset Management

The Asset Management or AM Module is used to track assets throughout their lifecycle, from acquisition to retirement. The profiles found in the Asset Management module perform various tasks that help with asset tracking, asset management, and assist in planning for future asset needs. Selecting any asset management profile requires you to enter an asset region or sector in the field provided. If you do not know the code, please contact your Supervisor.

Figure 4. CAPPS FIN Asset Management Roles

▸ Asset Management		
Learn More ❓		
Profiles ▲	**Description**	⬍
☐ HHSC REGIONAL ADMINISTRATIVE SERVICES COORDINATOR	RAS asset management access only (tri-agency).	
☐ PROPERTY COORDINATOR	Designated Asset Coordinators facilities not RAS.	
☐ STATE OFFICE AMO	Asset Management Office entry/load level access only.	
▸ Manual Role		
Roles ▲	**Description**	⬍
☐ A_AM_COMMENTS_UPDATE	Asset Management Comments Update.	
▸ Restricted Section		
Roles ▲	**Description**	⬍
☐ A_AM_LEVEL1_SUPPORT	State Office Asset Management Level 1 only.	
Profiles ▲	**Description**	⬍
☐ STATE OFFICE ADMINISTRATOR	State Office Asset Management Admin Only.	

Asset Management – All Access

- The **State Office Asset Management Office (State Office AMO)** profile allows you to update, enter, dispose, and upload data.
- The **Property Coordinator** profile should be assigned to designated Asset Coordinators outside Regional areas. Role allows updates to custodian, location, and comments.
- The **HHSC Regional Administrative Services Coordinator** profile provides access to RAS asset management in support of multiple agencies.
- The manual role, **A_AM_COMMENTS_UPDATE**, gives you inquiry asset management access with update for comments.

Restricted Roles

The restricted section require justification for access.

- The **A_AM_LEVEL1_SUPPORT** role can only be assigned users who are State Office Asset Management Level 1. Users with this role would be subject matter experts in the AM module as this role provides access to pages for AM used for troubleshooting and processing.
- The **State Office Administrator** profile is restricted to designated State Office Asset Management Offices Staff only. Access is defaulted to ALL asset region or sector if you select this profile.

Eprocurement, Strategic Sourcing, and Supplier Contract Management – Intro & General Profiles

Eprocurement, Strategic sourcing, and supplier contract management are combined into one module. The general profiles include:

- **AGENCY PROGRAM CONTRACT COLLABORATOR**, which allows you to collaborate with other users on the document management page.
- **HHSC Legal**, which allows you to approve SCM legal documents.
- **REQ ENTRY/REQUESTOR,** which allows you to create requisitions and order items for others. Selecting this profile will require you to specify who you want to request a requisition on behalf of. In the field, *I want the ability to enter requisitions on behalf of*, your Employee ID number is there by default. DO NOT DELETE IT. Instead, add a comma, then enter the 11- digit **Employee ID number** of the staff member that you would like to request on behalf of. (Entering their name (and not their Employee ID) may cause your request to be rejected.) You also need to enter the 3-digit code for entry origin, and the 11-digit codes for the shipping, delivery, and billing locations. If you do not know the correct codes, then consult with your supervisor before submitting the request.

Figure 5. CAPPS FIN eProcurement, Strategic Sourcing, Supplier Contract Management Roles

▸ ePro/Strategic Sourcing/Supplier Contract Management

Req Approver Profiles with a * in the Description column below require PCS300 form
Learn More ❓

▸ General Profiles

Profiles	Description
☐ AGENCY PROGRAM CONTRACT COLLABORATOR	Access document management page as collaborator.
☐ CONTRACT MANAGER	Access to Add/update contracts and limited access to create/search procurement numbers.
☐ HHSC LEGAL	Approve SCM legal documents.
☐ REQ ENTRY/REQUESTOR	Create requisitions for self and others. Order items for self and others.

▸ REQ Approver Profiles

Profiles	Description
☐ IT SPECIALIST APPROVER	* Review/approve/deny requisitions for IT.
☐ REQ AMOUNT APPROVER	* Approve requisitions for specific amount ranges for financial and operational.
☐ REQ ASSET REVIEWER	Review and verify asset account, business unit, and profile ID.
☐ REQ CHARTFIELD APPROVER	* Approve/deny requisitions, perform budget checks, correct errors in chartfields.
☐ REQ PROGRAM BUDGET APPROVER	* Review budget information and review/approve or deny requisitions.
☐ REQ SUPERVISOR APPROVER	Review/approve/deny requisitions created by their staff.

▸ PCS Only Profiles (For PCS users Only)

Profiles	Description
☐ PCS CONTRACT ADMINISTRATION	Access document management page, request docs, add/update contracts.
☐ PCS FILE ROOM	Access to document management page, view RFX docs.
☐ PCS FORM APPROVER	Review/approve/deny requisitions, view header comments and attachments.
☐ PCS LEVEL 1	Restricted for high level PCS Level 1 users. access to update reqs, contracts and POs.
☐ PCS PURCHASER QA	Access to document management page, doc modification summary.
☐ PCS PURCHASER/BUYER	Buyers create/approve/close/reconcile purchase orders, create contract docs.
☐ PCS REQ BID ROOM	Create and maintain bidders, update event invitations, create bidder responses.
☐ PCS RIT	Update approved requisitions without restarting workflow (AWE).

▸ RFx Bid Profiles

Profiles	Description
☐ CQC FINANCIAL ANALYST	Uploads criteria and subcriteria information, views scores and score history.
☐ EVALUATOR	Access for evaluator scoring page.
☐ SOLICITATION APPROVER	Provides access to approve the event.
☐ TEMPLATE LIBRARY MANAGER	Provides access for CQC team to manage/maintain templates for different RFx methods.

▸ Restricted Section

Rules	Description
☐ BUDG_DT_RQ	Commitment control rule for budget date override, REQ BUDGET DATE OVERRIDE.
☐ OVRD_RQ	Commitment control rule for budget override, REQ BUDGET OVERRIDE PREFERENCE.

Eprocurement, Strategic Sourcing, and Supplier Contract Management – REQ Approver Profiles

NOTE: Profile with an * also require you to complete and submit Form PCS 300.

- **IT Specialist Approver*** allows to you to review, approve, and deny IT requisitions. Selecting this profile requires you to enter at least one origin code for an IT approver.
- **Req Amount Approver*** gives you the ability to approve requisitions within a specific dollar threshold for financial and operational services. Selecting this option requires you to enter at least one origin code.
- Selecting **Req Asset Reviewer** will enable you to review and verify asset information on Purchase Orders for accuracy, accounts, business units, and profile IDs.
- **Req Chartfield Approver*** provides you the ability to approve or deny requisitions, approve Purchaser Orders, as well as perform budget checks, and correct errors in chartfields. Chartfield Approvers are mapped by Business Unit.
- Select **REQ Program Budget Approver*** to review budget information, and review and approve or deny requisitions. Selecting this option requires that you enter at least one origin code for a budget/ QA approver.
- If you are a manager and require the ability to review, approve, or deny requisitions created by your staff, select the **REQ Supervisor Approver profile**.

Eprocurement, Strategic Sourcing, and Supplier Contract Management PCS Only Profiles

- **PCS Contract Administration** provides access to the document management page, the ability to request documents, and add or update contracts.
- **PCS File Room** provides access to the document management page, and the ability to view RFX docs.
- **PCS Form Approver** provides the ability to review, approve, or deny requisitions, and view header comments and attachments. Selecting this option requires you to enter origin codes for different department approvers.
- **PCS Level 1** provides you high-level access to update requisitions, contracts, and payment orders.
- **PCS Purchaser QA** allows access the document management page and review the document modification summary.
- Select **PCS Purchaser/Buyer** if your job requires you to create, approve, close, or reconcile purchase orders, or create contract documents. Selecting this option requires you to select a specific purchaser or buyer role.
- **PCS REQ BID ROOM** allows you to create and maintain bidders, update event invitations, or create bidder responses.

- Select **PCS RIT** to update approved requisitions without restarting the workflow.

Eprocurement, Strategic Sourcing, and Supplier Contract Management – RFx Bid Profiles

The following profiles provide various access to the new supplier portal, which will go live in September 2019.

- **CQC Financial Analyst** allows you to upload criteria and sub criteria information, as well as view scores and score history.
- **Evaluator** provides access for evaluating the scoring page.
- **Solicitation Approver** allows you to manually setup a procurement contract that can then be used to track spending in accordance with legal requirements.
- **Template Library Manager** is a CQC team-specific profile that allows access to manage and maintain templates for different request methods.

Eprocurement, Strategic Sourcing, and Supplier Contract Management – Restricted Rules

Restricted rules require a justification if selected.

- **BUDG_DT_RQ** is for overriding a budget date.
- **OVRD_RQ** is for overriding a budget for requisitions.

General Ledger

Profiles under the general ledger module manage the financial accounting information within CAPPS. This includes journal entries that are loaded from other CAPPS modules, as well as entries manually entered or uploaded directly into the general ledger. Access options vary depending on your agency.

Figure 6. CAPPS FIN General Ledger Roles

General Ledger – HHSC Profiles

HHSC Profiles

- Select the **BUDGET APPROP ENTRY/CONFIG** role if you require the ability to enter, post, or load an APPROP budget journal (assigned rule BDJ_H_APP).
- Select **BUDGET ORG ENTRY/CONFIG** if you need to enter, post, or load an ORG budget journal (assigned rule **BDJ_H_ORG**).
- Select **GL JOURNAL ENTRY/POST - ALL LOCATIONS** to enter and post GL journals in all locations.
- Select **GL JOURNAL ENTRY/POST/LOAD - STATE OFFICE** to enter, post, and load general ledger journals for the State Office only.
- Select **GL SETUP PROFILE** for high-level access to load, set up, and support general ledger at a high level.

General Ledger – HHSC Manual Roles & Restricted Section

Manual Roles

- **A_GL_CASH_MGMT** allows you access to cash management.

- **A_GL_COMMITMENT_CTRL_SETUP** allows you to set up and maintain commitment control parameters, such as budgets and rules.
- **A_GL_JRNL_OVERRIDE** provides you the ability to override journal budget exceptions.
- The **A_GL_LEDGER_CLOSE** role grants the ability to close Ledgers.
- **A_GL_RECON** provides the ability to reconcile HHSAS to USAS.

Restricted Roles

All roles require a justification if selected.

- The **A_GL_CC_RULE_EDIT** role allows editing of the Commitment Control Rules.
- **A_GL_JRNL_GENERATE** access allows you to generate journals.
- **A_GL_JRNL_UNPOST** allows you to mark journals for unposting.
- The **A_GL_SETUP_CC_RULE** role gives you the ability to set up Commitment Control Rules for use in GL and Budget.

General Ledger – DFPS Profiles

- Select **Budget Entry** to enter Budget journals (Does not provide access to Post).
- Select **Budget Entry Post** to enter and post budget journals (No access to load Budget Journals).
- Select **Budget Load** to enter, post, and load budget journals.
- Select **GL CA** to have to access to Cost Allocation Maintenance.
- Select **GL Journal Generate** to generate GL AP journals only.
- Select **GL/CC Set** for all access to full GL and CC setups and all loads (chartfields, funding source, and more). (Used by Financials Team)
- Select **Journal Entry Post Load** for the ability to enter, post, and load GL journals.

General Ledger – DFPS Manual Roles & Restricted Section

Manual Roles

- **A_GL_CASH_MGMT** allows you access to cash management.
- **A_GL_RECON** provides the ability to reconcile HHSAS to USAS.

Optional Preferences

- Select **BUDG_DT_GL** for the capability to override Budget Dates.

Restricted Roles

All restricted roles require a justification if selected.

- **A_GL_JRNL_OVERRIDE** allows you to override journal processes.
- **A_GL_JRNL_UNPOST** allows you to mark journals for unposting.

General Ledger – DSHS Profiles

- Select **Budget Journal Entry** for access to view Budget Journals only. Does not provide Budget Journal Post access.
- Select **Budget Journal Entry/Post** to enter and post budget journals. No other access is provided.
- Select **Budget Journal Entry/Post/Load** to enter, post, and load Budget journals.
- Select **Budget Post/Alloc** to enter and post budget journals and gain access to cost allocation maintenance.
- Select **Budget Setup** to have access to commitment control setup and CC rule edits. (High level Budget users only)
- Select **GL Journal Entry/Post** to enter/post GL journals. No other access is provided.
- Select **GL Journal Entry/Post/Load** to enter, post, and load GL journals. No other access is provided.
- Select **GL Setup** for high-level access, providing access to GL Level 1 Support and GL setups.
- Select **GL Setup Load** to access to load chartfields, combo edit rules, and funding sources.

General Ledger – DSHS Manual Roles & Restricted Section

Manual Roles

- Select **A_GL_CASH_MGMT** to manage cash.
- Select **A_GL_JRNL_GENERATE** to generate Journals for Posting.
- Select **A_GL_JRNL_UNPOST** to mark Journals for unposting.
- Select **A_GL_LEDGER_CLOSE** to close Ledgers.
- Select **A_GL_RECON** to reconcile HHSAS to USAS.

Restricted Rule

Requires justification if selected.

- Select **BUDG_DT_GL** for the capability to override Budget Dates.

MIMS

The module for Materials and Inventory Management System (or MIMS) contains the following profiles:

- **MIMS BUYER** gives you all the MIMS Buyer privileges, plus the ability to add and edit requisition comments. Selecting this option requires to you pick at least one buyer certification.
- **MIMS SUPPLY RECEIVING** can only be assigned to MIMS users. It allows you to receive and add comments to MIMS requisitions.

Figure 7. CAPPS FIN MIMS Roles

Purchasing

The purchasing module contains roles as well as restricted profiles and roles that allow users to perform various functions of the purchasing process.

Figure 8. CAPPS FIN Purchasing Roles

Manual Roles include:

- **A_PO_ITEM_UPDATE**, which provides the ability to define items within the purchasing module.
- **A_PO_RECEIVING**, which grants the ability to receive purchasing orders.

The restricted profile, **AGENCY APPROVER WORKFLOW SETUP**, grants full access to set up requisition and purchase order approvers.

Restricted Roles

- **A_PO_RECON_CLOSE** provides the ability to reconcile/close purchase orders.
- **A_RQ_COMMENTS** allows you to add comments to requisitions.
- **A_RQ_LEVEL1_SUPPORT** allows high-level access to requisition pages and menus. This role is for users that provide requisition support at all levels as well as provide support to others.
- **A_RQ_UPDATE** allows you to update a requisition.
- **BUDG_DT_PO** allows you to override the budget date for purchasing orders.

Reporting

The only manual role is the **A_RT_PROF_QRY_QM_PRIVATE**, which provides you the ability to create private queries in the reporting database.

Figure 9. CAPPS FIN Reporting Roles


Restricted Profiles

- If you are an Agency Reporting Lead, select **AGENCY REPORTING LEAD PROFILE** to create and develop reports.
- **Oracle Backend Access** grants Oracle Backend Access for query access to Oracle through Toad or another SQL tool.

Restricted Roles

- **A_RT_CRR_USER** allows you to create reports that will be migrated for public use.
- **A_RT_PROF_QRY_SCHEDULING** provides the ability to schedule queries.
- **A_RT_PROF_SECURED_1099** provides access to Secured 1099 Queries.
- **A_RT_PROF_SECURED_BD_HR** provides query access for reviewing secured HR data.
- **A_RT_PROF_SECURED_PAYROLL** provides access to secured payroll queries.

Administration Application

Figure 10. CAPPS FIN Administrative Applications Roles
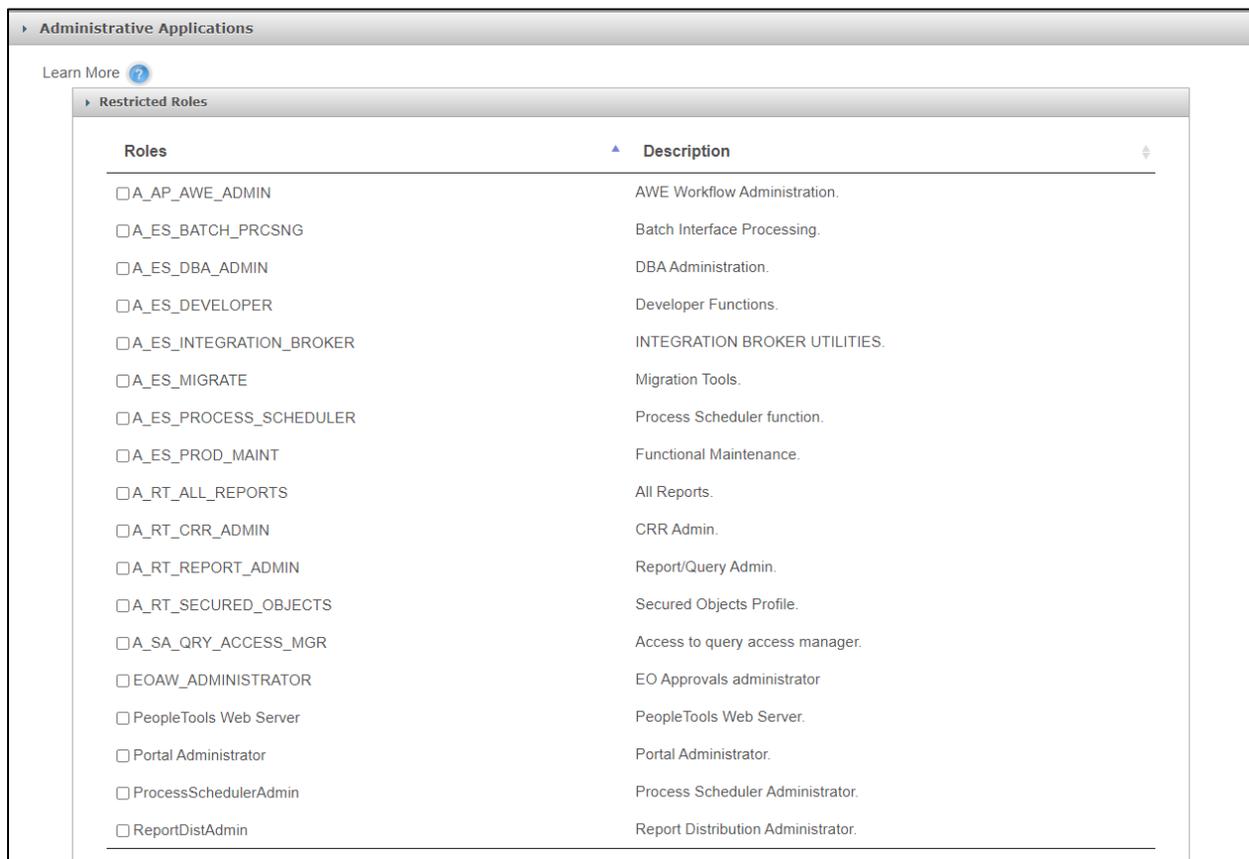
Roles	Description
☐ A_AP_AWE_ADMIN	AWE Workflow Administration.
☐ A_ES_BATCH_PRCSNG	Batch Interface Processing.
☐ A_ES_DBA_ADMIN	DBA Administration.
☐ A_ES_DEVELOPER	Developer Functions.
☐ A_ES_INTEGRATION_BROKER	INTEGRATION BROKER UTILITIES.
☐ A_ES_MIGRATE	Migration Tools.
☐ A_ES_PROCESS_SCHEDULER	Process Scheduler function.
☐ A_ES_PROD_MAINT	Functional Maintenance.
☐ A_RT_ALL_REPORTS	All Reports.
☐ A_RT_CRR_ADMIN	CRR Admin.
☐ A_RT_REPORT_ADMIN	Report/Query Admin.
☐ A_RT_SECURED_OBJECTS	Secured Objects Profile.
☐ A_SA_QRY_ACCESS_MGR	Access to query access manager.
☐ EOAW_ADMINISTRATOR	EO Approvals administrator
☐ PeopleTools Web Server	PeopleTools Web Server.
☐ Portal Administrator	Portal Administrator.
☐ ProcessSchedulerAdmin	Process Scheduler Administrator.
☐ ReportDistAdmin	Report Distribution Administrator.

The Administrative Application module consists entirely of restricted roles, which require justification if selected. These roles should be assigned to Application Administers only.

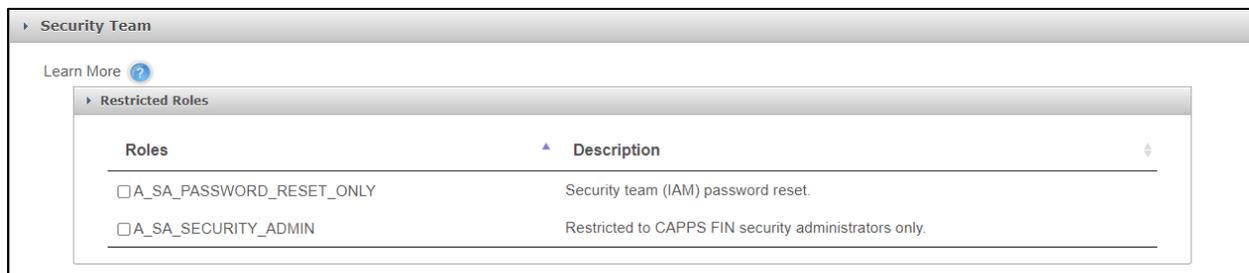- The **A_AP_AWE_ADMIN** role grants administrative access to the AWE Workflow.

- The **A_ES_BATCH_PRCSNG** role provides access for the technical team to perform batch processing.
- The **A_ES_DBA_ADMIN** role provides access for database administration.
- The **A_ES_DEVELOPER** role provides access to Developer Functions for the technical team.
- The **A_ES_INTEGRATION_BROKER** role allows access to integration broker utilities.
- The **A_ES_MIGRATE** role grants access to Migration Tools.
- **A_ES_PROCESS_SCHEDULER** is an administrative role for admin functionality within the process scheduler. For Admin Applications only.
- **A_ES_PROD_MAINT** grants access to perform functional maintenance.
- **A_RT_ALL_REPORTS** allows you access to view all reports.
- **A_RT_CRR_ADMIN** grants admin access CRR for public report and query tracking.
- **A_RT_REPORT ADMIN** grants access to the query manager, allowing creation of public queries, and the nVision and reporting console. For Admin Applications only.
- **A_RT_SECURED_OBJECTS** provides you access to secured objects.
- **PeopleTools Web Server** allows you access to the PeopleTools Web Server
- The **Portal Administrator** role allows you administer the portal and portal sites, including install options, site creation, Logon Statistics, and so forth.
- **ProcessScheduleAdmin** is an Oracle-delivered role that grants you access to view other users' view log and trace files. This is for the Admin Applications area only.
- **ReportDistAdmin** grants admin access to manage report distribution.

Security Team

The Security Team module includes two roles, both which will require a justification if selected.

- Select **A_SA_PASSWORD_RESET_ONLY** to have the ability to reset user passwords.
- Select **A_SA_SECURITY_ADMIN** only if you are a CAPPS FIN Security Administrator.

Figure 11. CAPPS FIN Security Team Roles

Roles	Description
☐ A_SA_PASSWORD_RESET_ONLY	Security team (IAM) password reset.
☐ A_SA_SECURITY_ADMIN	Restricted to CAPPS FIN security administrators only.

Security Team
Learn More ❓
▸ Restricted Roles

Change Your Agency Access – Primary Permissions

Your agency is selected by default. If you require access to a different agency in place of or in addition to your agency, scroll down to Primary Permissions and change the selection here. Be sure to select PPPCS if you require access to all agencies. You are required to enter a justification.

NOTE: Access requests to a different agency may take longer to be approved, as the request will need additional approval from that agency before it can be provisioned.

Figure 12. CAPPS FIN Primary Permissions