Role Management Guide
Role Assignments, Functionality, and Training (updated 07.25.22)

Role: **Shopper**

Approval Threshold: **$0**

The Shopper Role allows the user to browse for goods and services from approved suppliers, create carts, and assign carts to requesters. **All employees have access to this role**; however, your department will determine if you should use it, or if you will have a designated employee to provide this function for the department.

- Shopper security role is **automatically assigned to every UW employee and student**; requires network credentials to access
- **Fills carts** for catalog vendors and then **assigns the cart** to a Requester
- **Initiates a requisition** for a traditional PO and then **assigns the requisition** to a Requester
- If supplier is not known, can enter '**Unknown'** as the supplier name
- **Does not require a funding string** to be entered to shop, but does allow for documents to be attached and comments to be provided
- **Cannot initiate** Direct Payments (DPs), Payments to Individuals (PIRs), or Refunds or Receipts (RORs)

Available Training:

If you have been assigned a role of Shopper, please self-enroll following the steps included in this link.

Role: Shopper
Courses: ShopUW+ Shopper Skills

Additional Resources:

The ShopUW+ Training Resources web page provides quick guides to various Shopper processes. Please be sure to select the correct category from the right-hand tool bar.

Role: **Requester**

Approval Threshold: **$100 or less**

The Requester Role can perform all of the functions of the Shopper. In addition, the Requester reviews and submits requisitions and transactions for approval, finalizes accounting and shipping information and attaches necessary documentation.

- **Requester security roles** were selected by central finance staff to populate initial users for launch of the P2P tool.
- Requesters are able to **perform all of the functions of the Shopper** role
- When preforming the function of a Shopper and preparing a cart for someone else, **ensure the 'Prepared For' field is completed with your name or the original Shoppers name**. Approver names cannot be listed in this field.
- Upon receipt of a cart assignment from a Shopper, Requesters **review and submit** transactions and requisitions. **Verify and finalize** accounting and shipping information
- **Create and submit** Direct Payments (DPs), Payment to Individuals (PIRs), and Refund of Receipts (RORs). **Verify and finalize** accounting and shipping information
- **Attach necessary documentation and add comments** if needed

Role Changes:

To **add an individual** as a Requester, this can be completed via the **Security Role Request** tile available in SFS, https://portal.sfs.wisconsin.edu/ Request the 'UW_UNV_JG_REQUESTER' role for those employees who are accepting the responsibilities outlined above. The role requires the individual, their supervisor, and campus admin approval. Requesters are not tied to a specific funding string.

To **remove the role of a Requestor**, complete a Security Role Request form and remove the 'UW_UNV_JG_REQUESTER' role using the process outlined above through SFS.

Prior to requesting this new role, Requesters should **self-enroll and complete the training** available at ShopUW+ Essentials.

Available Training:

If you have requested the role of Requester, please self-enroll following the steps included in this link.

Role: Requester
Courses: ShopUW+ Shopper Skills, ShopUW+ Requester Skills

Additional Resources:

The ShopUW+ Training Resources web page provides quick guides to various Requester processes. Please be sure to select the correct category from the right-hand tool bar.

Role: Approver

Approval Threshold: **over $100 – less than $5,000**

The Approver Role reviews requisitions, transactions, and payment requests, returning, rejecting, forwarding, adding comments, and approving as appropriate.

- Approver security roles are **aligned with WISER budget managers** per department ID or project ID if a grant or gift.
- Approvers **cannot approve their own requisitions or payment requests** (AP Form – DP, PIR, ROR)
- If there is not an **approver different from the requester** in the workflow, the request (requisition or payment request) will get stuck and must be cleared by an administrator
- **Reviews** submitted requisitions, transactions, and payment requests and **returns, rejects, forwards, adds comments, and/or approves** as appropriate

Role Changes:

The Approver role is assigned to department account managers (WISER managers). To change the security role of an Approver, the WISER manager must also be changed to ensure these align.   To change the WISER manager, complete a Chart of Accounts Maintenance eForm (COA Maintenance) and select Change Request. Complete the eForm requesting to update/change the WISER manager. To review accounts assigned to WISER managers, a List of Active Department IDs is available. When using the Active Department IDs list, please use the 'filter' functionality to find the DEPTID or MANAGER that you are searching for.

Newly added Approvers should **self-enroll and complete the training** available at ShopUW+ Essentials PRIOR to engaging in Approver activity.

Available Training:

If you have requested the role of Approver, please self-enroll following the steps included in this link.

Role: Approver
Courses: ShopUW+ Shopper Skills, ShopUW+ Requester Skills, Approver Skills

Additional Resources:

The ShopUW+ Training Resources web page provides quick guides to various Approver processes. Please be sure to select the correct category from the right-hand tool bar.

Approval Thresholds:

Approval Thresholds are three levels of payment approval established to ensure appropriate financial controls for the UW System's expenditures while also allowing for a high volume of transactions to move quickly through the system. The approval thresholds and steps are similar for Purchasing and AP processes across all campuses with some minor differences; for example, the R1 institutions have a higher 'Approval 3' threshold to account for their greater levels of expenditure.

Shopper - $0
Requester – $100 or less
Approver, level 1 (*department approval*) – all requests over $100 and all Non-Conforming Purchases
Approver, level 2 (*Controller approval*) – all requests over $5,000 and Non-Conforming Purchases
Approver, level 3 (*CFO approval*) – all requests over $25,000