

Available Views and Actions for Requester and/or Approver in ePro

Depending on your role, you may have dual security for creating as well as approving ePro requisitions. While UCF business practice prefers that you choose to be either an approver or a requester, you can assume both roles, with some limitations. The table below shows the relationship between your security role and the actions you can perform.

Available Views and Actions	If I am a Requester (PRC) only, I can	If I am an Approver (PRA) only, I can	If I am both a Requester and an Approver (PRC and PRA), I can
View:	my own requisitions PLUS other requesters' requisitions authorized through PRC Details*	all requisitions	my own requisitions PLUS other requesters' requisitions authorized through PRC Details
Modify:	my own requisitions PLUS other requesters' requisitions authorized through PRC Details	all requisitions	my own requisitions PLUS other requesters' requisitions authorized through PRC Details
Approve:	no requisitions	requisitions routed to me by workflow rules	requisitions routed to me by workflow rules
Receive:	my own requisitions PLUS other requesters' requisitions authorized through PRC Details	requisitions with my Ship To location PLUS other requesters' requisitions authorized through PRC Details	my own requisitions PLUS other requesters' requisitions authorized through PRC Details
Receiving Rolled POs:	receive only my own requisitions after the PO has rolled	only receive a requisition with my ShipTo after the PO has rolled	receive only my own requisitions and (as an approver) a requisition with my ShipTo after the PO has rolled

* PRC Details is part of the Employee Information data that a Dean, Department or Chair (DDC), Responsible Financial Officer (RFO), or Departmental Authorization List (DAL) Processor (DLP) can update for all employees under their jurisdiction. Using this tab, the DDC, RFO, or DLP can allow requesters to view other requesters' requisitions. See the Addy Note "Completing the PRC Details Tab" for more information.