



# SAP User Authorisations

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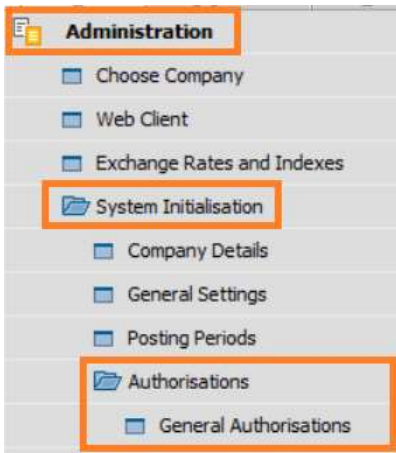


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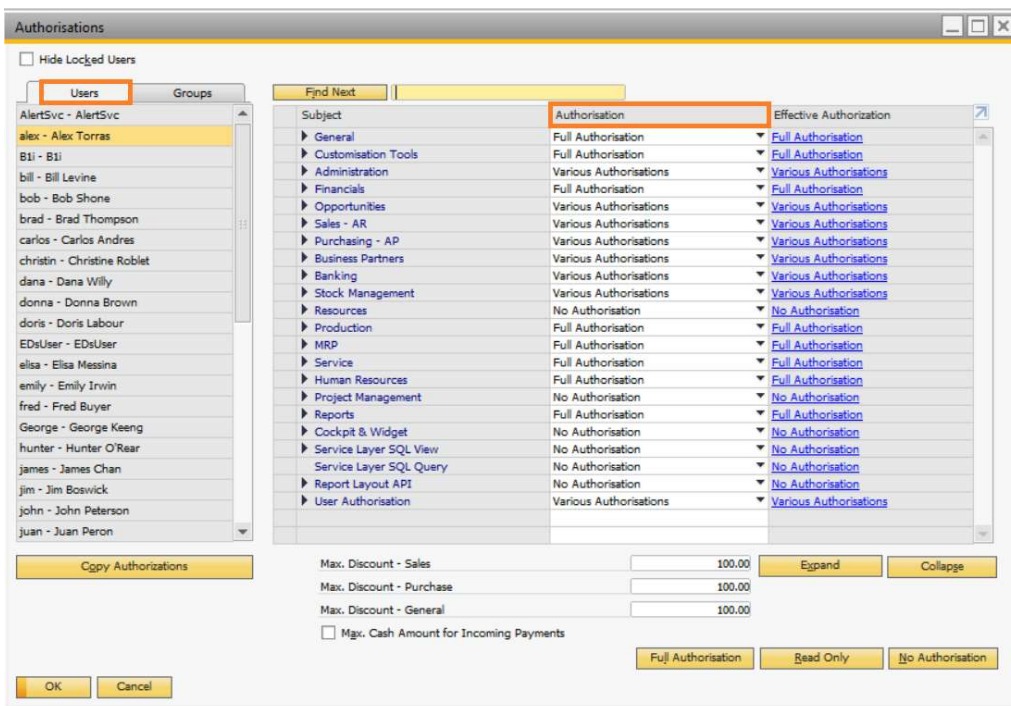
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# 1. USER AUTHORISATIONS

- **Administration > System Initialisation > Authorisations > General Authorisations.**



- All SAP users are listed on the left. Select the user then define the authorisation on the right within the authorisation column.



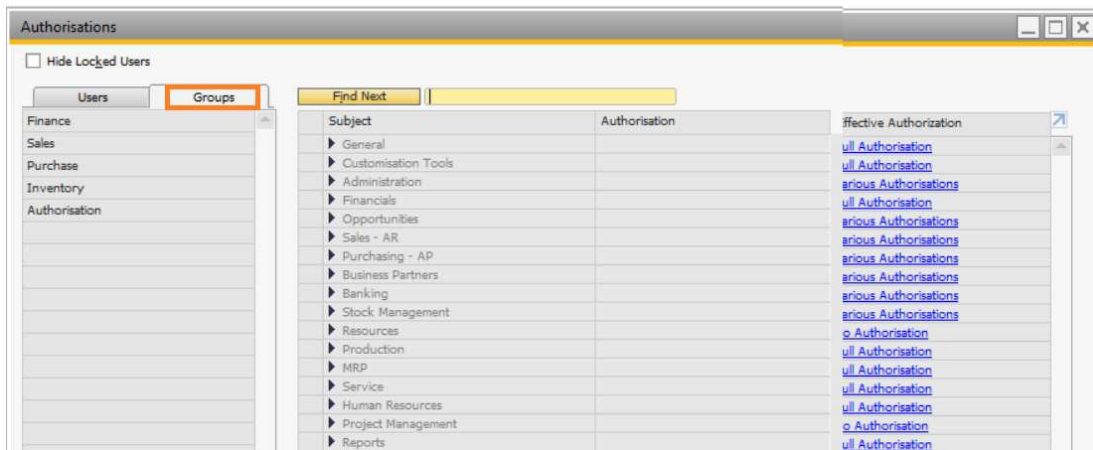
- The different types of authorisations are:
  - **Full Authorisation:** grant full authorisation to the user for the subject.
  - **Read Only:** the user can display all data of the subject but cannot make any changes.
  - **No Authorisation:** the user is unable to display or change any data of the subject.

- You can drill down into each module and give users access to certain parts of the module. For example, user only needs access to sales invoices within the sales module.

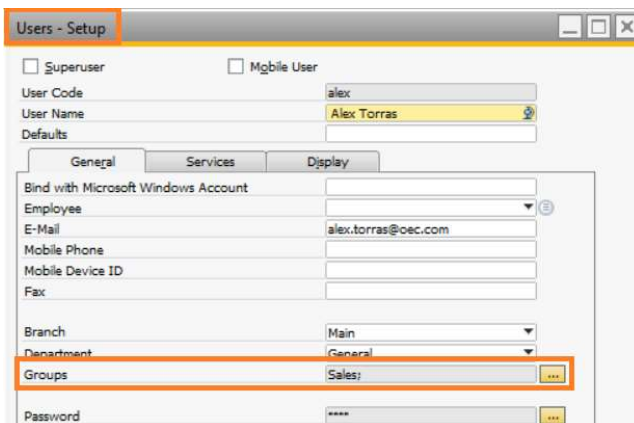


## 2. USER GROUP AUTHORISATIONS

- To define authorisations for a user group, select the groups tab on the left-hand side.



- The group can then be assigned to the user profile via **Administration > Setup > General > Users.**



### 3. COPY AUTHORISATIONS FROM ONE USER TO ANOTHER

- Once you have defined authorisations for a user, you can copy their authorisation to another user.
- In the authorisations window select the user who has the correct authorisations you want to copy.
- Select the copy authorisations button, which will display a list of users. Select the users you want to copy the authorisations to.

The screenshot shows the SAP 'Authorisations' window. On the left, a list of users is displayed, with 'alex - Alex Torras' selected. Below the list, the 'Copy Authorizations' button is highlighted with a red box. On the right, the 'Find Next' search bar is empty. Below it, a table lists various subjects and their corresponding authorizations. At the bottom, a dialog box titled 'Copy Authorizations - alex' is open, showing a table of users with checkboxes in the 'Select' column. The 'Select' checkbox for 'carlos' is checked and highlighted with a red box. At the bottom of the dialog, there are buttons for 'OK', 'Cancel', 'Select All', and 'Clear All'.

Subject	Authorisation
▶ General	Full Authorisation
▶ Customisation Tools	Full Authorisation
▶ Administration	Various Authorisation
▶ Financials	Full Authorisation
▶ Opportunities	Various Authorisation
▶ Sales - AR	Various Authorisation
▶ Purchasing - AP	Various Authorisation
▶ Business Partners	Various Authorisation
▶ Banking	Various Authorisation
▶ Stock Management	Various Authorisation
▶ Resources	No Authorisation
▶ Production	Full Authorisation

User Code	User Name	Department	Select
bill	Bill Levine	Sales	<input type="checkbox"/>
bob	Bob Shone	Production	<input type="checkbox"/>
brad	Brad Thompson	Sales	<input checked="" type="checkbox"/>
carlos	Carlos Andres	Logistic	<input checked="" type="checkbox"/>
christin	Christine Roblet	HR	<input type="checkbox"/>
dana	Dana Willy	HR	<input type="checkbox"/>
donna	Donna Brown	Accounting	<input type="checkbox"/>
doris	Doris Labour	Service	<input type="checkbox"/>
elisa	Elisa Messina	Accounting	<input type="checkbox"/>