

# **SAP User Authorisations**

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## Contents

1.	User Authorisations	. 3
2.	User Group Authorisations	.4
3.	Copy Authorisations from one user to another	.5





#### **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.

Hide Locked Users							
Users Groups	Find Next						
AlertSvc - AlertSvc *	Subject	Authorisation		Effective Authorizatio	on 💈		
alex - Alex Torras	General	Full Authorisation		Full Authorisation			
B1i - B1i	Customisation Tools	Full Authorisation		Full Authorisation			
bill - Bill Levine	Administration	Various Authorisations		Various Authorisation	15		
bob - Bob Shone			Full Authorisation				
	Opportunities	Various Authorisations		Various Authorisation	15		
brad - Brad Thompson	Sales - AR	Various Authorisations		Various Authorisation			
carlos - Carlos Andres	Purchasing - AP	Various Authorisations		Various Authorisations			
christin - Christine Roblet	Business Partners	Various Authorisations		Various Authorisation			
dana - Dana Willy	Banking	Various Authorisations		Various Authorisation			
donna - Donna Brown	Stock Management	Various Authorisations		Various Authorisation	15		
doris - Doris Labour	Resources	No Authorisation		No Authorisation			
EDsUser - EDsUser	Production     MRP	Full Authorisation		Full Authorisation			
elica - Elica Messina	MRP     Service	Full Authorisation		Full Authorisation			
	Human Resources	Full Authorisation		Full Authorisation			
emily - Emily Irwin	Project Management			No Authorisation			
fred - Fred Buyer	Reports	Full Authorisation		Full Authorisation			
George - George Keeng	Cockpit & Widget	No Authorisation		No Authorisation			
hunter - Hunter O'Rear	Service Layer SOL View	No Authorisation		No Authorisation			
iames - James Chan	Service Layer SQL Query			<ul> <li>No Authorisation</li> </ul>			
iim - Jim Boswick	Report Layout API	No Authorisation		No Authorisation			
	User Authorisation	Various Authorisations		Various Authorisation	15		
john - John Peterson							
juan - Juan Peron 🔹 👻							
Copy Authorizations	Max. Discount - Sales		100.00	Expand	Collapse		
	Max. Discount - Purchase		100.00				
	Max. Discount - General	Max. Discount - General 100.00					
	Max. Cash Amount for Incomi	ng Payments					
		Fuji	Authorisation	Read Only	No Authorisatio		

- 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.

Authorisations						
Hide Locked Users						
Users	Groups	Find Next				
AlertSvc - AlertSvc		Subject	Authorisation		Effective Authorization	
alex - Alex Torras		Opportunities	Various Authorisations	•	Various Authorisations	
B1i - B1i		Sales - AR	Various Authorisations		Various Authorisations	
bill - Bill Levine		Blanket Agreement	No Authorisation		No Authorisation	
bob - Bob Shone		Sales Quotation	No Authorisation		No Authorisation	
		Sales Order	No Authorisation		No Authorisation	
brad - Brad Thompson		Delivery	No Authorisation		No Authorisation	
carlos - Carlos Andres		Return Request	No Authorisation		No Authorisation	
christin - Christine Roblet		Return	No Authorisation		No Authorisation	
dana - Dana Willy		AR Down Payment Request	No Authorisation		No Authorisation	
Sector Se		AR Down Payment Invoice	No Authorisation		No Authorisation	
donna - Donna Brown		AR Invoice	Full Authorisation		Full Authorisation	
doris - Doris Labour		AR Invoice + Payment	No Authorisation	*	No Authorisation	
EDsUser - EDsUser		AR Credit Note	No Authorisation		No Authorisation	

### 2. USER GROUP AUTHORISATIONS

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

Authorisations		_ 0			
Hide Loc <u>k</u> ed Users					
Users Groups		Find Next			
Finance		Subject	Authorisation	iffective Authorization	7
Sales		General		ull Authorisation	1
Purchase		Customisation Tools		ull Authorisation	
inventory		Administration		arious Authorisations	
Authorisation	- 1	Financials		ull Authorisation	
Authorisation	_	Opportunities		arious Authorisations	
		Sales - AR		arious Authorisations	
		Purchasing - AP		arious Authorisations	
		Business Partners		arious Authorisations	
		Banking		arious Authorisations	
	- 1	Stock Management		arious Authorisations	
	_	Resources		o Authorisation	
		Production		ull Authorisation	
		MRP		ull Authorisation	
		Service		ull Authorisation	
		Human Resources		ull Authorisation	
	-	Project Management		o Authorisation	
	_	Reports		ull Authorisation	

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

Superuser	Mob	ile User	
Jser Code		alex	
Jser Name		Alex Torras	Ð
Defaults			
Gene <u>r</u> al Se	ervices	Display	
Bind with Microsoft Windows	Account		
Employee			<b>T</b>
E-Mail		alex.torras@oec.com	m
Mobile Phone			
Mobile Device ID			
Fax			
Branch		Main	*
Denartment		General	•
Groups		Sales;	



#### **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.

Users Group	s	Find Next					
AlertSvc - AlertSvc	-	Subject			Authorisat	tion	
alex - Alex Torras		General		Full Authorisation			
B1i - B1i		Customisa	designed and a second		Full Authorisation		
bill - Bill Levine			Administration			Various Authorisat	
bob - Bob Shone		100000000000000000000000000000000000000	Financials			Full Authorisation	
brad - Brad Thompson		Opportunities			Various Authorisati		
carlos - Carlos Andres		<ul> <li>Sales - AR</li> <li>Purchasing - AP</li> </ul>			Various Authorisat		
christin - Christine Rohlet		Business Partners			Various Authorisat		
dana - Dana Willy		Banking			Various Authorisat		
donna - Donna Brown		Stock Management			Various Authorisa		
		Resources			No Authorisation		
doris - Doris Labour		Production	Full Authorisation				
EDsUser - EDsUser		Copy Author	isations - alex				
elisa - Elisa Messina							
emily - Emily Irwin		User Code	User Name	Department	Select	Z	
fred - Fred Buyer		Ball	Bill Levine	Sales		*	
George - George Keeng		bob	Bob Shone	Production		1 33	
hunter - Hunter O <sup>'</sup> Rear		brad	Brad Thompson	Sales		12.5	
james - James Chan		carlos	Carlos Andres	Logistic			
jim - Jim Boswick		christin	Christine Roblet	HR			
john - John Peterson		dana	and the second second second			_	
juan - Juan Peron	-	donna	Donna Brown	Accounting		_	
	1.000	doris	Doris Labour	Service		-	
Copy Authorizations		elisa	Elisa Messina	Accounting		Ŧ	

