This audio job aid helps you complete the Café Systems General Security Access Form for the Approver business role.

For each function that you need below, make the corresponding selections on the General form.

### Help for the Café General Security Access Form

1. To approve financial transactions:
   a. Select either Level 1, Level 2, or Level 3
   b. As needed, select Budget Journals
   c. As needed, select Project Pre-Approval
To gain access to see and approve chart strings:
   a. Specify Tree Node
   b. Or, specify Department ID
   c. Or, specify Department ID and Project ID
Examples:
Tree Node “XYZ” gives access to all departments and projects in the organizational unit XYZ:

Once you’ve made the selections in the Approval section and the Workflow section of the Express Form, you’re done!