Common Roles & Training Requirements

Role Name	Description	Required Training(s)
Marketplace		
ePro Shopper	Creates shopping carts to select goods and services. Must assign cart to a Requestor for completion. Cannot place orders directly. Can view only their own order, invoice, and requisition history. A Shopper **CANNOT** also be a Requestor.	**U00063** **U00080** (Optional)
ePro Receiver	Does online receiving for POs. This authorizes payment for POs that are not SPOs. (The ePro Approver Invoice role does SPO voucher approval, which authorizes payment for SPOs).	**A00109** **F00001 or F00002** **U00063** **U00090**
ePro Requestor	Creates shopping carts to select goods and services. Places orders up to $10,000, submits requisitions over $10,000 to an Approver. Does online receiving for POs. This authorizes payment for POs that are not SPOs. Can view all order, invoice and requisition history.	**A00109** **F00001 or F00002** **U00063** **U00084**
ePro Approver	Approves or rejects/returns requisitions over $10,000 and Payment Vouchers in any dollar amount. **Must also be designated as a Fiscal Staff Approver on relevant speedtypes**. A Fiscal Approver **CANNOT** be a Requestor.	**A00109** **F00001 or F00002** **U00063** **U00081**
ePro Approver Invoice	Receives notice of vouchers that fail match (ex: because PO receiving is not entered or contains price/quantity errors for POs and SPOs). Works with unit to resolve errors before approving vouchers. Receives notice of SPO vouchers that require approval. Responsible for verifying OK to pay before approving.	**A00109** **F00001 or F00002** **U00063** **U00091**
ePro Inquiry	Can view all order, invoice, and related information. Role is automatically included with any Marketplace Role. **Do not request unless inquiry is the ONLY Marketplace role desired.**	**A00109** **F00001 or F00002** **U00063**
Finance		
CU Fin Inquiry 9.2	All inquiry (no bank account, SSN), reports, query viewer, tree viewer. **This role should only be requested if user has no other FIN access.**	**A00105** **F00001 or F00002** **U00063**
CU GL Journal Entry 9.2	Create, update, copy, and/or import journals. This role includes CU Fin Inquiry 9.2.	**A00101*** (In-Person) **A00102*** (In-Person) **A00105** **A00106** **F00001 or F00002** **U00063**

SkillSoft Courses:
A00105 – CU: PeopleSoft Finance System - Inquiry
A00106 – CU: PeopleSoft Finance System – Journal Entries
A00109 – CU: Procurement – Purchasing and Contract Management
F00001/F00002 – CU: Fiscal Code of Ethics or CU: Fiscal Code of Ethics - Officers
U00063 – CU: Information Security and Privacy Awareness
U00080 – CU: CU Marketplace – Shopper
U00081 – CU: CU Marketplace - Approver
U00084 – CU: CU Marketplace - Requestor
U00090 – CU: CU Marketplace - Receiver
U00091 – CU: CU Marketplace – Invoice/Match Exception Approver

In-Person Finance Trainings:
A00101* - CU: Financial Inquiry

A00102* - CU: Financial General Ledger

*Register for in-person courses via Skillsoft. CU Denver/Anschutz > Instructor Led Training > CU Denver: Finance

Offered once a month except July.*