

Adding Route Controls to Existing FMS Roles

Route controls are used to identify what an approver can access - department IDs, business units, source codes. If route controls have been omitted on FMS roles assigned to a user, you can have them added by following these instructions. Note: This process is used only to add route controls to roles that the user already has, not to add roles.

Steps

1. Create an Excel spreadsheet with no headers.
2. In Column A, enter the eight-digit employee ID of an existing user. Include the leading zeros.
3. In Column B, enter the name of an FMS security role that the user already has. This is case-sensitive. You may copy and paste role names from *Role Descriptions for Agencies*. Visit <http://mn.gov/mmb-stat/documents/swift/security/state-agency-security-roles.pdf>, and then click Role Descriptions for Agencies.
4. In Column C, enter the route control profile name. For valid values, see your agency SWIFT accounting coordinator.
5. The SWIFT agency readiness manager or SWIFT agency security administrator must attach the spreadsheet to an email message and send it to Sema4.Security@state.mn.us.
6. If you have questions about the spreadsheet, contact Sema4.Security@state.mn.us.

Spreadsheet Example

	A	B	C
1	00123456	M_FS_WF_AP_APPR_01	DPT7949747
2	00123456	M_FS_WF_AP_APPR_01	DPT7949748
3	00123456	M_FS_WF_GL_AGY_01	DPT7949747
4	01020304	M_FS_WF_AR_WOAPPROVAL_01	SOCT79
5	02030405	M_FS_WF_PO_POAPPROVAL_03	DPT7949748
6	02030405	M_FS_WF_PO_POAPPROVAL_03	DPT7949749
7	03040506	M_FS_WF_PO_QA	SOCT79

Important Dos and Don'ts

Do:

- Use this process only to add route controls to roles that the user already has.
- Make sure the employee ID, role name, and route control are absolutely accurate. If not, the process will not work and the spreadsheet will be returned to the agency.

Don't:

- Add route controls for roles that the user doesn't already have. To add roles, use the *Request for Access to SWIFT Statewide Systems* form at <http://www.mn.gov/mmb/accounting/swift/security/security-forms.jsp>.
- Change or delete route controls.
- Add new users. New users must complete a *Request for Access to SWIFT Statewide Systems* form at <http://www.mn.gov/mmb/accounting/swift/security/security-forms.jsp>.
- Add/change associated information such as user preferences.
- Include any other information or columns on the spreadsheet.

What Happens Next

- Your request will be reviewed by SWIFT staff, and may be modified prior to entry.
- The route controls will be added via an automated process.
- You will be notified when the spreadsheet has been processed.
- After processing is completed, please review the users' route controls for accuracy.