

Maintain Security Profiles

Users will continue to click on Administration > Maintain Security Profiles to manage permissions on existing security profiles or to create a new security profile. The existing functionality will remain the same. Users with access to multiple companies will first search for and select a company.

HOME	STATEMENTS	ACCOUNTS	REPORTS	EXPENSES	ADMINISTRATION	HELP
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Maintain Security Profiles

To retrieve all, leave blank and click Search

Search For Site [?]

Site Name

SEARCH

Search Results [?]

Site Name	Corp ID	Bank Number	Site Status
TSYS	00050000	1038	Active

Once the security profiles display, users will click on the radio button next to the security profile to display the permissions associated with the profile. Users can click on the plus icon to expand each section and make any necessary modifications. The options to Save, Print Permissions and Restore to Previous now display at the bottom of the screen.

Security Profiles for TSYS (00050000)

[Select Different Site](#) [?]

CREATE PROFILE [?]

	Delete	Security Profile Name	Description
<input type="radio"/>		Account Holder	Provides general account holder access and user self registration.
<input type="radio"/>		Account Holder - Merlin	Merlin
<input checked="" type="radio"/>		Organization Administrator	Provides full access to manage the organization.
<input type="radio"/>		Organization Manager	Provides access to manage settings and users for the organization.

Security Permissions for Organization Administrator [?] ▲

- + **Security Administration Privileges** [?]
- + **Accounts**
- + **Administration**
- + **Expenses**
- + **Mappers**

SAVE [?] [Print Permissions](#) [Restore to Previous](#) [?]

Maintain Approval Profiles

Users will continue to click on Administration > Maintain Approval Profiles to manage permissions on existing approval profiles or to create a new approval profile. The existing functionality will remain the same. Users with access to multiple companies will first search for and select a company.

Approval Profiles for TSYS (00050000) [?]

[Select Different Site](#)

CREATE PROFILE [?]

Select	Delete	Approval Profile Name	Description	Usage
<input type="radio"/>		Interim Approver - TSYS Acquiring	TSYS Acquiring	1
<input type="radio"/>		Interim Approver - TSYS Europe	TSYS Europe	2
<input type="radio"/>		Interim Approver - TSYS China	TSYS China	4
<input type="radio"/>		Interim Approver - TSYS Card Tech	TSYS Card Tech	37
<input type="radio"/>		Interim Approver- TSYS Canada	TSYS Canada	3
<input type="radio"/>		Interim Approver	TSYS Interim Approver	2771
<input type="radio"/>		Final Approver	TSYS Final Approver	91

Users can click on the radio button next to the existing approval profile to view the permissions and make any changes. Save and cancel now display at the bottom of the screen.

Profile and Approval Permission Settings for Interim Approver [?] ▲

Profile name

Description

Copy an existing profile
 NO

Existing profiles:

Type of approver
 Interim Final [?]

Approval Permission Details

Attach transactions to expense reports
 NO

Edit expense report transactions
 YES

Reject individual transactions
 NO

Receive email of status changes
 YES

[Cancel](#)