



College Financial System User Procedure

Title:

Switch Responsibility

Description:

If you have more than one College Financial System responsibility assigned to you, you will periodically need to switch from one responsibility to another.

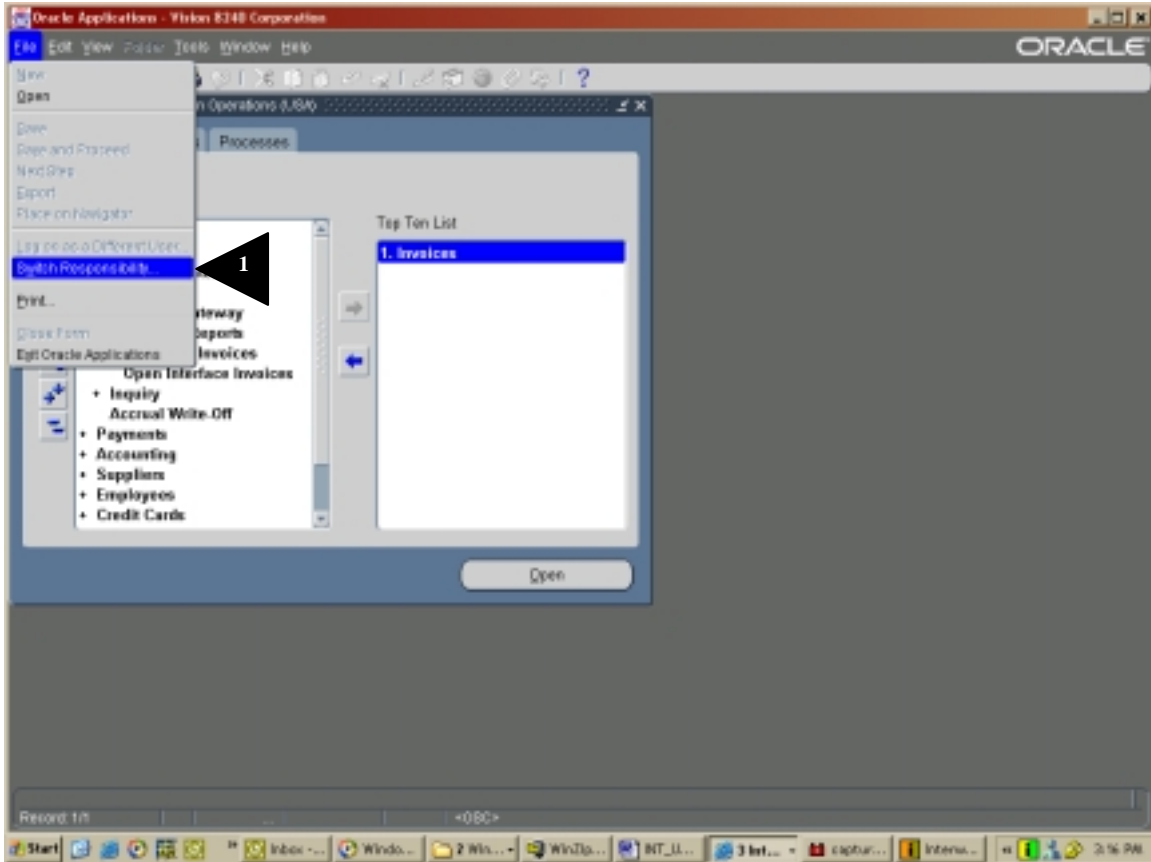
College Financial System Prerequisites:

- You must have more than one College Financial System responsibility assigned to you.*

<i>Menu Path</i>
N/A


Window Name:

Navigator—Payables



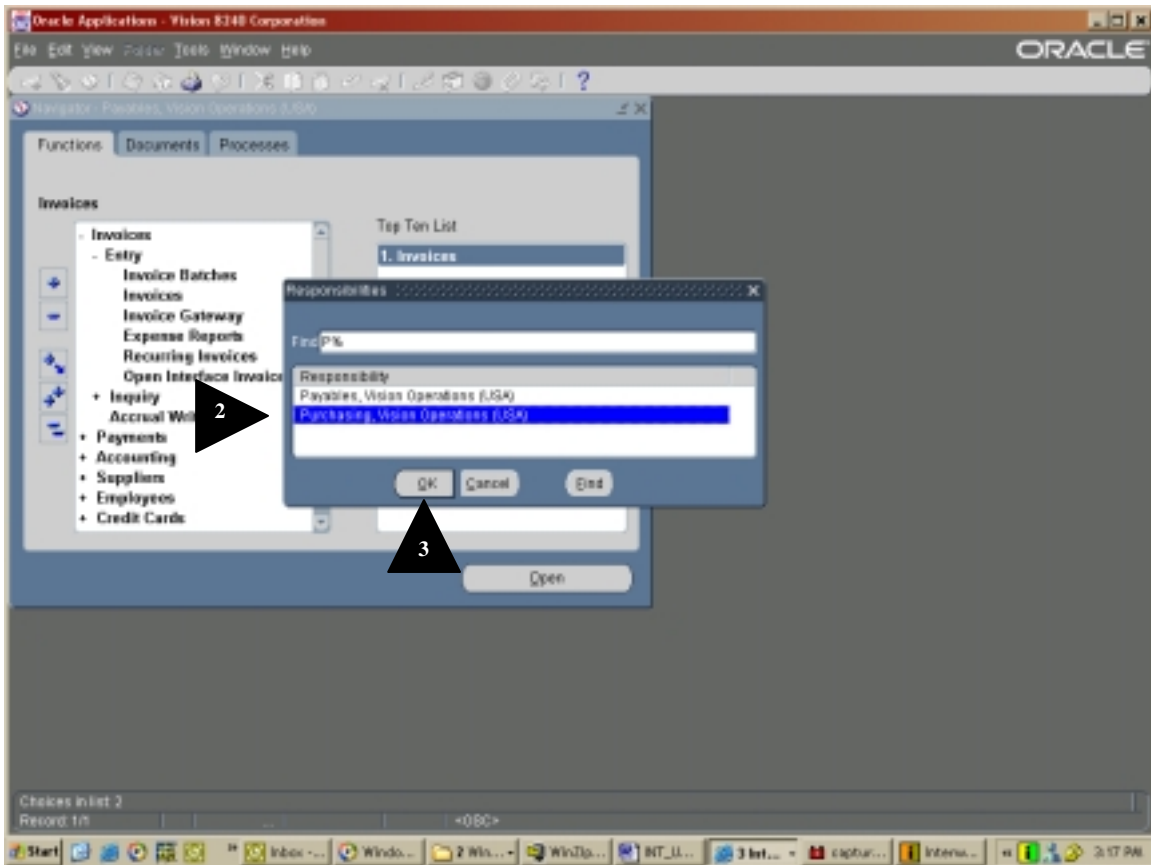
You may switch responsibility from any College Financial System responsibility. This example begins in the Payables responsibility.

Field Name	Description/Action
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 **Note:** You may switch responsibility from any form or document you may be in. This example switches responsibility from the Navigator window.

1. Select Switch Responsibility from the File Menu.

Window Name:
Responsibilities



A Responsibilities window opens.

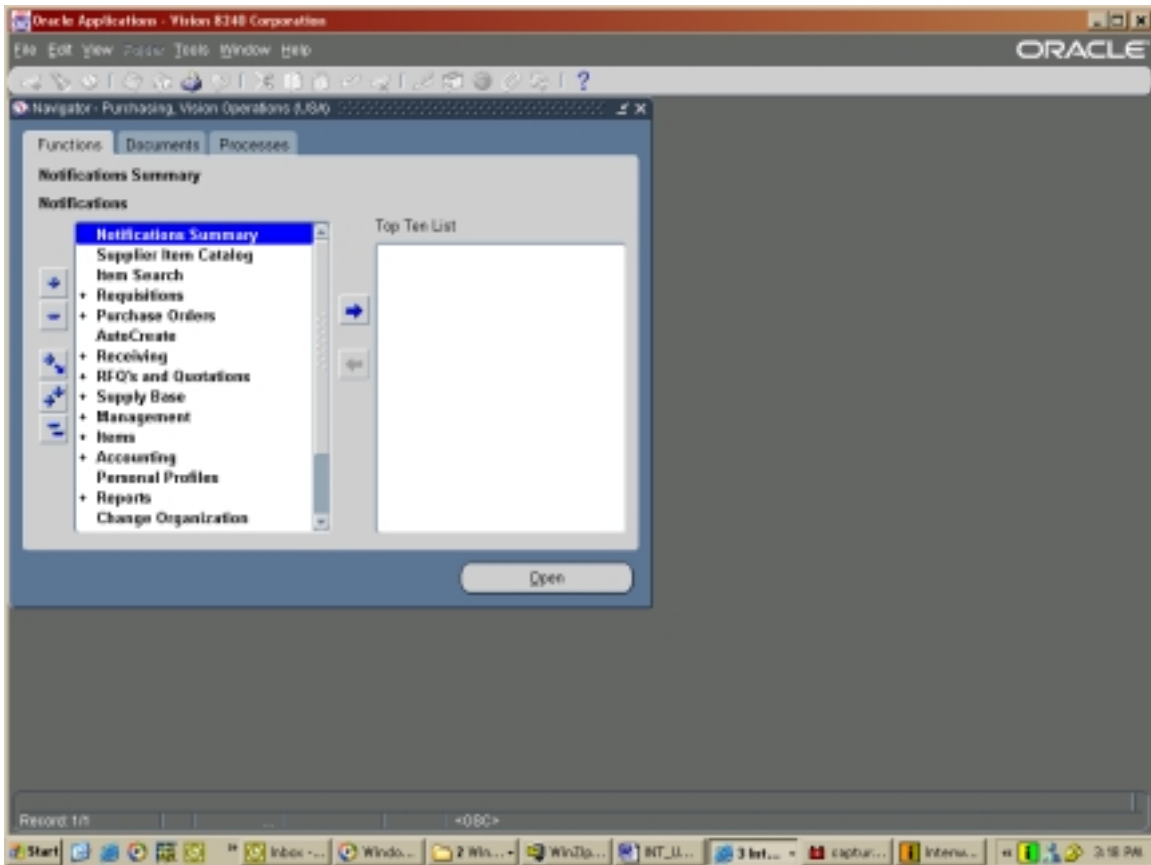
Field Name	Description/Action
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2. Responsibility	Select the appropriate responsibility from the list provided.
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3. Click on OK.	
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Window Name:

Navigator—Purchasing



You are taken to the Navigator of the appropriate responsibility.



End of procedure