

Step-by-Step Guide

Organization Fiscal Roles Inquiry

You can use the Org Fiscal Roles Inquiry to see what fiscal roles (Officer, Principal, Manager, etc.) are assigned to a particular position number at the org unit level. *Note: If you don't know the position number, you can look up the position number by Employee ID, Employee Name, or Home Department.*

To look up fiscal role information, log in to your campus portal:

Boulder – <https://portal.cusys.edu/MyCUInfoFedAuthLogin.html>
Colorado Springs – <https://portal.cusys.edu/MyUCCSFedAuthLogin.html>
Denver – <https://portal.cusys.edu/UCDAccessFedAuthLogin.html>
System Administration – <https://portal.prod.cu.edu/SYSFedAuthLogin.html>

Select the **CU Resources** tab. Then select **Business Applications** and click the **Finance** link. In the Finance System, navigate to:
General Ledger > ChartFields > Org Fiscal Roles

On the Org Fiscal Roles search page, enter an existing Run Control ID (or create a new Run Control ID and click Add a New Value).

The screenshot shows the 'Org Fiscal Roles' search interface. It includes a header with the title and a prompt to enter information. Below this are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. The search criteria section has a 'Search by:' dropdown set to 'Run Control ID begins with', followed by a text input field. There is a 'Case Sensitive' checkbox which is unchecked. At the bottom of the search section are 'Search' and 'Advanced Search' buttons. A footer bar contains links for 'Find an Existing Value' and 'Add a New Value'.

The Org Roles Update tab will display. Click the Org Roles Inquiry tab.

This screenshot shows a tabbed interface with two tabs: 'Org Roles Update' and 'Org Roles Inquiry'. The 'Org Roles Inquiry' tab is currently selected and highlighted.

If you know the Position Number, enter it in the Position field and click Query.
If you do not know the Position Number, click on the magnifying glass.

The screenshot displays the 'Org Roles Inquiry' search page. At the top, there are two tabs: 'Org Roles Update' and 'Org Roles Inquiry', with the latter being active. Below the tabs, there are two input fields: 'Operator ID:' with the value 'RODE000077' and 'Run Control ID:' with the value 'NR'. A 'Search Criteria' section follows, containing a '*Position:' label, a text input field, and a magnifying glass icon. Below this is a 'Looking for:' section with four checkboxes: 'Principal', 'Manager', 'Officer', and 'International Travel Approver', all of which are checked. At the bottom of the form is a yellow 'Query' button.

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The Look Up Position page will display.
You can look up a Position Number by Name, Home Department, or Employee ID.

Look Up Position

Search by: Name begins with kuehler

[Look Up](#)
[Cancel](#)
[Advanced Lookup](#)

Search Results

View All First 1-2 of 2 Last

Name	Position Number	EmplID	Home Department
Kuehler, Charles P	00423504	212742	40382
Kuehler, Robert	00653126	212115	50027

Click the appropriate link in the Search Results display.

The Org Roles Inquiry page will appear.
Click Query.

The Organizational Fiscal Roles associated with this position will appear:

[Org Roles Update](#)
[Org Roles Inquiry](#)

Operator ID: RODE000077 Run Control ID: NR

Search Criteria

*Position: 00653126 Kuehler, Robert

Looking for: ☒ Principal ☒ Manager ☒ Officer ☒ International Travel Approver

[Query](#)

Department Table														Customize	Find	View All	First	1-9 of 34	Last
DeptID	Eff Date	Principal	Name	Sel	Manager	Name	Sel	Officer	Name	Sel	Int Trvl Appr	Name	Select						
1	21328	10/21/2009	00551138	<input type="checkbox"/>	00551138		<input type="checkbox"/>	00653126	Kuehler, Robert	<input type="checkbox"/>	00653126	Kuehler, Robert	<input type="checkbox"/>						
2	50022	03/01/2009	00653126	Kuehler, Robert	<input type="checkbox"/>	00551138	<input type="checkbox"/>	00550808	Saliman, Todd Eric	<input type="checkbox"/>	00550808	Saliman, Todd Eric	<input type="checkbox"/>						
3	50026	03/01/2009	00653126	Kuehler, Robert	<input type="checkbox"/>	00550803	Roden, Normandy Lynne	<input type="checkbox"/>	00550808	Saliman, Todd Eric	<input type="checkbox"/>	00550808	Saliman, Todd Eric						
4	50027	03/31/2010	00653126	Kuehler, Robert	<input type="checkbox"/>	00550806	Anderson, Calvin	<input type="checkbox"/>	00550808	Saliman, Todd Eric	<input type="checkbox"/>	00550808	Saliman, Todd Eric						
5	50034	03/01/2009	00653126	Kuehler, Robert	<input type="checkbox"/>	00551138		<input type="checkbox"/>	00550808	Saliman, Todd Eric	<input type="checkbox"/>	00550808	Saliman, Todd Eric						
6	50035	03/01/2009	00653126	Kuehler, Robert	<input type="checkbox"/>	00551138		<input type="checkbox"/>	00550808	Saliman, Todd Eric	<input type="checkbox"/>	00550808	Saliman, Todd Eric						
7	50036	03/01/2009	00653126	Kuehler, Robert	<input type="checkbox"/>	00551138		<input type="checkbox"/>	00550808	Saliman, Todd Eric	<input type="checkbox"/>	00550808	Saliman, Todd Eric						
8	50037	03/01/2009	00653126	Kuehler, Robert	<input type="checkbox"/>	00551138		<input type="checkbox"/>	00550808	Saliman, Todd Eric	<input type="checkbox"/>	00550808	Saliman, Todd Eric						
9	50161	03/01/2009	00653126	Kuehler, Robert	<input type="checkbox"/>	00551138		<input type="checkbox"/>	00550808	Saliman, Todd Eric	<input type="checkbox"/>	00550808	Saliman, Todd Eric						