

# Training Prerequisite by Role

## Responsibilities of Purchasers, Preparers and Approvers (ROPPA)

Role	ROPPA Training Track	Training Prerequisite
Buy-to-Pay Supplier Portal Role	Purchasers	Required for all new users except faculty, whose participation is at each School's discretion*  The online training may be found on the <a href="#">Training Portal</a>
Buy-to-Pay Approvers	Approvers	
Buy-to-Pay Requestors	Preparers	
Concur Approvers / Delegate Approvers Expense or PCard	Approvers	
Fieldglass Hiring Manager	Approvers	
PCard Holder	Purchasers	
Buy-to-Pay Shoppers	Preparers	At each School's discretion
Concur Preparers / Delegate Preparers	Preparers	
Concur Expense Reimbursees	Purchasers	
Corporate Card Holders	Purchasers	

\*"Faculty" typically means employees whose **primary appointment** is a faculty, instructional role. For example, post-docs would still be required to take the training, as would staff who have a secondary teaching appointment.

Each school is responsible for making sure the training has been completed prior to granting access to the system(s).