

Accounts Payable (AP)

February 18, 2010

Code	Name	Business Process Description
10	APINQUIRY	Inquiry - Cleared Warrant, Purchase Order, Purchasing Receipts, Vendor Address, Voucher Invoice Print Pre-audit Verification Report Print a Voucher Journal Review Supplier Master and Address Book Information Note: View Transactions within User's range of Financial Business Units
20	APUSER	Includes Code 10 Enter Vouchers Without a Purchase Order Enter Multiple Supplier-Payment Vouchers at One Time Enter Vouchers for Employee Reimbursement Enter a Non-PO Voucher for Capital Outlay Expenses Special Handling a Voucher Print Open Purchase Order Report Enter Vouchers Using a 2-Way and 3-Way Match Enter Recurring Vouchers Enter Credit Memos with a Purchase Order Review, Approve, and Post Batches Note: Minimum of PT10 also required Transactions are within User's range of Financial Business Units To Approve/Post Batches, User must also be set up in Batch Management
30	APUSER HHSS, DMV, Lottery	Includes Code 10 and 20 Manual Warrant Processing for EFT Note: Transactions are within User's Range of Financial Business Units Minimum of PT10 also required To Approve/Post Batches, User must also be set up in Batch Management
40	State Treasurer	Includes Code 10 and 20 Bank Reconciliation Void Payments Note: Minimum of PT10 also required Use BU Role N000BU0016 To Approve/Post Batches, User must also be set up in Batch Management

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Code	Name	Business Process Description
50	State Accounting	<p>State Accounting Full access - except no Payment Group Processing Statewide Access to Financial Business Units Can see all reports run by all Users in Submitted Jobs. Note: Minimum of PT10 also required Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access To Approve/Post Batches, User must also be set up in Batch Management</p>
51	State Accounting	<p>State Accounting Full access - includes Payment Group Processing Statewide Access to Financial Business Units Can see all reports run by all Users in Submitted Jobs. Note: Minimum of PT10 also required Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access To Approve/Post Batches, User must also be set up in Batch Management</p>
52	Statewide Inquiry	<p>State Accounting, State Auditor, State Budget Office, Legislative Fiscal Office Inquiry and Reports (includes all of Code 10) Note: Minimum of PT10 also required Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access</p>