

# **NIS Role Descriptions**

February 18, 2010

## **Index - Role Abbreviations**

**SS = Employee Self Service**

**BU = Business Unit Role**

**AB = Address Book**

**AP = Accounts Payable**

**AR = Accounts Receivable**

**GL = Accounting - General Ledger**

**AL = Allocations**

**HR = Human Resources/Payroll**

**GP = Grants/Projects**

**PT = Procurement**

**BD = Budget**

**IV = Inventory**

**FA = Fixed Assets**

**CM = Capital Asset Management (Fixed Assets )**

**FT = Interface code**

**MG = Manufacturing**

**MP = Manufacturing Planning**

**PM = Price Management**

**SO = Sales Order**

**WH = Warehouse**

**PA = Pre-Audit**

**AA = Authorized Agent**

## SS Role (Self Service)

February 18, 2010

February 18, 2010			
ALL	Leave Blank	No Self Service	Non-State Employees
ALL	N000SS10	Employee with only Self Service	Employees not using NIS Payroll Time entry
05	N000SS05M	Monthly Summary Time Entry	Security can mimic ESS Time Entry roles created for other agencies. Supreme Court
	N000SS05S	Bi Weekly/SummaryTime Entry	
	N000SS05D	Bi Weekly/ DailyTime Entry	
07	N000SS10	Employee with only Self Service	Governor's Office
	N000SS15	Employee with Self Service and GLA but no Time Entry**	
14	N000SS10	Employee with only Self Service	Public Service Commission
	N000SS14M	Monthly Summary Time Entry	
16	N000SS10	Employee with only Self Service	Dept of Revenue
	N000SS16D	Daily Time Entry	
19	N000SS10	Employee with only Self Service	Banking & Finance
	N000SS19D	Bi Weekly/ DailyTime Entry	
	N000SS19S	Bi Weekly/ SummaryTime Entry	
24	N000SS24D	Bi Weekly/ DailyTime Entry	Department of Motor Vehicles
	N000SS24S	Bi Weekly/ SummaryTime Entry	
29	N000SS10	Employee with only Self Service	Natural Resources, Department of
	N000SS29D	Bi Weekly/ DailyTime Entry	
	N000SS29S	Bi Weekly/ SummaryTime Entry	
31	N000SS31D	Bi Weekly/ DailyTime Entry	Military Department
	N000SS31S	Bi Weekly/ SummaryTime Entry	
33	N000SS10	Employee with only Self Service	Game and Parks
	N000SS33D	Bi Weekly/ DailyTime Entry	
	N000SS33S	Bi Weekly/ SummaryTime Entry	
34	N000SS10	Employee with only Self Service	Library Commission
	N000SS34D	Bi Weekly/ DailyTime Entry	
	N000SS34S	Bi Weekly/ SummaryTime Entry	
35	N000SS35D	Bi Weekly/ DailyTime Entry	Liquor Control Commission
	N000SS35S	Bi Weekly/ SummaryTime Entry	
41	N000SS10	Employee with only Self Service	Real Estate Commission
	N000SS41D	Bi Weekly/ DailyTime Entry	
	N000SS41S	Bi Weekly/ SummaryTime Entry	
54	N000SS54D	Bi Weekly/ DailyTime Entry	Historical Society
	N000SS54S	Bi Weekly/ SummaryTime Entry	
58	N000SS10	Employee with only Self Service	State Board of Engineers & Architects
	N000SS58D	Bi Weekly/ DailyTime Entry	
	N000SS58S	Bi Weekly/ SummaryTime Entry	
65	N000SS10	Employee with only Self Service	Administrative Services
	N000SS65D	Biweekly Daily Time Entry	
	N000SS65S	Biweekly Summary Time Entry	
69	N000SS10	Employee with only Self Service	Arts Council
	N000SS69D	Bi Weekly/ DailyTime Entry	
	N000SS69S	Bi Weekly/ SummaryTime Entry	
70	N000SS70D	Bi Weekly/ DailyTime Entry	State Foster Care Review Board
	N000SS70S	Bi Weekly/ SummaryTime Entry	
84	N000SS84D	Bi Weekly/ DailyTime Entry	Environmental Quality
85	N000SS10	Employee with only Self Service	Public Employees Retirement Board
	N000SS85D	Bi Weekly/ DailyTime Entry	
	N000SS85S	Bi Weekly/ SummaryTime Entry	

## Business Unit (BU) Role

February 18, 2010

Business Unit Ranges for Business Unit Role menu item on Security web site

<http://www.das.state.ne.us/nis/security/>

Use the filters on the spreadsheet to first select agency number ( column B ), then filter on BU\_Type ( column C & D ). This will narrow the BU Roles to select from.

Other filters are available to narrow the selection. Please read the column explanations below

<b>Column A</b>	Indicates the <b>BU Role</b> number  The BU Role numbers normally have a prefix of " N000BU" followed by two digit agency number with the remaining two digits as a sequence number. 1. N000BU0000 is used for Users with AB only, and FT only, or AB and HR40 only. These are Users without financial or HR security business units. 2. N000BU0005, N000BU0006, N000BU0007, N000BU0008, N000BU0009, N000BU0010 and N000BU0016 are used by statewide Role Codes in each functional area.
<b>Column B</b>	<b>AG</b> = Agency number of Users to access the BU Role
<b>Column C</b>	Indicates functionality use of business units within the BU Role number <b>Has HR:</b> indicates HR security business units for HR functional Roles, not needed with HR40 Users . Select HAS HR? with No for non HR Users
<b>Column D</b>	<b>Comment</b> helps indicate unique needs
<b>Column E</b>	<b>Z_F0101_ONLY:</b> allows access to the F0101 table (NIS Address Book) for AB Users with Agency 12, 24, 46 and 81. Address Book access is automatically built into other BU Roles.
<b>Column F</b>	Displays the <b>Beginning BU</b> range of the business units
<b>Column G</b>	Displays the <b>Ending BU</b> range of the business units
<b>Column &gt;G</b>	Ranges to the right continue showing additional <b>Beginning</b> and <b>Ending</b> business unit associated with the BU Role

## Address Book (AB)

February 18, 2010

**NOTE:** A BU Role must be assigned to a User if an Address Book Role is assigned

Code	Name	Business Process Description
10	General User	General User authorized to view Search Types: A, AG, B, C, D, E, F, FD, I, N, O, PP, S, SC, V, VP, W, X. <b>NOTE:</b> Use BU Role N000BU0000 if no other BU role is assigned. O seen by State Treasurer's office and SC by State College using agency BU role.
12	AS Materiel	User authorized to view Search Types: A, AG, B, C, D, E, F, FD, I, N, PP, S, V, VP, W, X, Y, Z. <b>NOTE:</b> User must have PT50 or PT51 - Restricted to certain Users within the DAS Materiel Division. Use BU Role N000BU0016.
14	HR/Payroll	General User authorized to view Search Types: A, AG, B, C, D, E, F, FD, I, N, PP, Q, S, V, VP, W, X. <b>NOTE:</b> Use with HR10, HR21, HR24, HR41, HR50 or HR52
15	HR/Payroll	User authorized to view Search Types: AG, B, C, D, F, FD, I, N, PP, S, V, VP, W, X. <b>NOTE:</b> Allows maintenance of Search Types A, E, Q, & X. Use with HR20, HR22, HR25, HR65
16	Dept. Revenue	General User authorized to view Search Types: AG, B, C, D, F, I, N, PP, S, V, VP, W, X. <b>NOTE:</b> Allows maintenance of Search Types: A, E, Q, TR, X & XT. Use BU Role N000BU0000 if no other BU role is assigned
17	Administrative Services - Benefits	User authorized to view Search Types: AG, B, C, D, F, FD, I, N, PP, S, SC, V, VP, W, X. Allows maintenance of Search Types A, E, Q, X, & QX. Use with HR53. <b>NOTE:</b> Use BU Role N000BU0000 if no other BU role is assigned.
21	HHSS	<b>Include Code 10.</b> User authorized to maintain and update Search Types: FD, PH, XH, PM, XM, PW, XW (Public Assistance, Medicaid, Welfare) <b>NOTE:</b> Use BU Role N000BU0000 if no other BU role is assigned.
26	HHSS Labs	<b>Include Code 10.</b> User authorized to view Search Types: CL, F & FD. <b>NOTE:</b> HHSS Lab Personnel - Except they may maintain & update Search Type CL. Use BU Role N000BU0000 if no other BU role is assigned.
32	Revenue	<b>Include Code 10.</b> User authorized to maintain and update Search Types TR & XT - Taxpayer Refunds. <b>NOTE:</b> Use BU Role N000BU0000 if no other BU role is assigned.
34	Retirement	User authorized to view, maintain and update Search Types FD, I, R & XR - Retirees. <b>NOTE:</b> Use BU Role N000BU0000 if no other BU role is assigned.
40	UNL	University of Nebraska personnel authorized to view Search Types: AG, B, C, E, D, E, F, FD, I, N, PP, S, UN, US, UX, V, VP, W, X, XN, XS, XX. <b>NOTE:</b> Maintain & update the UN, US, UX, XN, XS, XX Search Types. Use BU Role N000BU0000 if no other BU role is assigned.

## Address Book (AB)

February 18, 2010

**NOTE:** A BU Role must be assigned to a User if an Address Book Role is assigned

Code	Name	Business Process Description
46	Dept. of Corrections	General User authorized to view Search Types: A, AG, B, C, D, E, F, FD, I, N, PP, Q, S, V, VP, W, X . Update CSI customer and facilities. <b>NOTE:</b> Use BU Role N000BU0000 if no other BU role is assigned.
50	State Accounting	State Accounting Address Book Maintenance - State Accounting personnel - Personnel authorized to maintain & update all search types. <b>NOTE:</b> Use BU Role N000BU0000 if no other BU role is assigned.
51	State Accounting	State Accounting Address Book Inquiry - State Accounting personnel - all search types. <b>NOTE:</b> Use BU Role N000BU0000 if no other BU role is assigned.
52	Statewide Inquiry	State Accounting, State Auditors, Legislative Fiscal Office, State Treasurer. <b>NOTE:</b> All Search Types - Inquiry Only. Use BU Role N000BU0000 if no other BU role is assigned.
55	State Accounting	State Accounting Address Book Maintenance - State Accounting personnel - update account. <b>NOTE:</b> Use BU Role N000BU0000 if no other BU role is assigned.
60	AS Building Div.	<b>Include Code 10 except VP:</b> General User authorized to view Search Types: V. State Parking only. <b>NOTE:</b> Use BU Role N000BU0000 if no other BU role is assigned.

## 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 <b>Note:</b> View Transactions within User's range of Financial Business Units
20	APUSER	<b>Includes Code 10</b> 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 <b>Note:</b> 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	<b>Includes Code 10 and 20</b> Manual Warrant Processing for EFT <b>Note:</b> 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	<b>Includes Code 10 and 20</b> Bank Reconciliation Void Payments <b>Note:</b> Minimum of PT10 also required Use BU Role N000BU0016 To Approve/Post Batches, User must also be set up in Batch Management

## Accounts Payable (AP)

February 18, 2010

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

## Accounts Receivable (AR)

February 18, 2010

Code	Name	Business Process Description
10	Inquiry and Reports	Inquiry - Account Balance, Accounts Receivable, Customer Ledger Name Search A/R Reports Open A/R Detail with Aging Open A/R Detail - Summarized Review Deposit Batches <b>Note:</b> Transactions are within User's Range of Financial Business Units
20	Cash Depositor	<b>Inquiry and Reports</b> (includes all of Code 10) Cash Depositing Deposit Processing Standard Deposit Entry Revise Deposit Entry Delete Deposit Entry Void Deposit Entry Review Receipt Batches Approve Deposit Batches ACH Invoice Processing Deposit Journal Report Recording Sales Tax <b>Note:</b> Transactions are within User's Range of Financial Business Units To Approve/Post Batches, User must also be set up in Batch Mgt
32	Invoicer	<b>Inquiry and Reports</b> (includes all of Code 10) Accounts Receivable Processing Entering an Invoice Standard Invoice Entry Standard Invoice Entry with Attachment Standard Invoice Entry with Template Attachment Speed Invoice Entry Invoice Batch Processing Review Invoice Batch Approve Invoice Batch Print Invoice Batch A/R Statements Statement Notification Refresh Review Statements Recurring Invoice - Entry, Inquiry, Processing Recycle Recurring Invoices <b>Note:</b> Transactions are within User's Range of Financial Business Units To Approve/Post Batches, User must also be set up in Batch Mgt
34	Cash Depositor/ Applier	<b>Inquiry and Reports</b> (includes all of Code 10) <b>Cash Depositor</b> (includes all of Code 20) Accounts Receivable Processing Apply Cash Received to Invoices <b>Note:</b> Transactions are within User's Range of Financial Business Units
36	Cash Depositor/ Applier & Invoicer	<b>Inquiry and Reports</b> (includes all of Code 10) <b>Cash Depositor</b> (includes all of Code 20) <b>Invoicer</b> (includes all of Code 32) <b>Cash Applier</b> (includes all of Code 34) <b>Note:</b> Transactions are within User's Range of Financial Business Units To Approve/Post Batches, User must also be set up in Batch Mgt
40	State Treasurer Only	<b>Inquiry and Reports</b> (includes all of Code 10) <b>Cash Depositor</b> (includes all of Code 20) <b>Invoicer</b> (includes all of Code 32) <b>Cash Applier</b> (includes all of Code 34) <b>Invoice/Apply Cash</b> (includes all of Code 36) Cash Deposits - Prepare, Approve, or Post <b>Note:</b> Use BU Role N000BU0016 To Approve/Post Batches, User must also be set up in Batch Management.

## Accounts Receivable (AR)

February 18, 2010

Code	Name	Business Process Description
50	<b>State Accounting Only - Accounts Receivable Maintenance</b>	<b>Inquiry and Reports</b> (includes all of Code 10) <b>Cash Depositor</b> (includes all of Code 20) <b>Invoicer</b> (includes all of Code 32) <b>Cash Applier</b> (includes all of Code 34) <b>Note:</b> 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
52	<b>Statewide Inquiry</b>	<b>State Accounting, State Budget Office, State Auditor, Legislative Fiscal Office</b> Statewide Access to Inquiry and Reports (Code 10 ) <b>Note:</b> Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access
65	<b>AS TSB, Copy Services &amp; Print Shop</b>	<b>Includes all of Code 36, Inquiry and Reports, Invoicer Cash Depositor/ Applier</b> Includes TSB CAMS billing and Copy Services Sales Order billing and Print Shop <b>Note:</b> Transactions are within User's Range of Financial Business Units To Approve/Post Batches, User must also be set up in Batch Management.
65PS	<b>AS Print Shop</b>	<b>Includes all of Code 36, Inquiry and Reports, Invoicer Cash Depositor/ Applier</b> Copy Services Sales Order billing and Print Shop <b>Note:</b> Transactions are within User's Range of Financial Business Units To Approve/Post Batches, User must also be set up in Batch Management.

## General Ledger (GL)

February 18, 2010

Code	Name	Business Process Description
10	Inquiry	Inquire on a Journal Entry Print Journal Entries by Batch Run a Journal Entry Batch Report by Batch Review a Journal Entry Report Online Print a Journal Entry Report by Batch Accounting Inquiries - Account Balance by Month, Account Balance by Subledger, Account Ledger, Account Ledger by Object Account, Job Status Inquiry - User Defined Columns, T/B by Fund, T/B by Object Account, T/B by Subledger, T/B/Ledger Comparison Accounting Reports - Transaction Journal, Trial Balance <b>Note:</b> Transactions are within User's Range of Financial Business Units
20	JE Create / Maintain	Include all of Code 10 Enter Journal Entries Enter Journal Entries in Debit/Credit Format Enter a Basic Journal Entry Enter a Journal Entry with a Subledger Enter an Interfund Journal Entry Enter a Percentage Journal Entry Enter and Use Model Journal Entries Enter a Model Journal Entry Use a Model Journal Entry to Create a New Journal Entry Import a Journal Entry Set up a Recurring Journal Entry Change an Unposted Journal Entry Delete a Journal Entry Print Journal Entries Approve/Post Journal Entry by Batch <b>Note:</b> Transactions are within User's Range of Financial Business Units User must also be set up in Batch Management as a Preparer
30	JE Approver/ Poster	Includes all of Code 10 & 20 Enter Journal Entries Add Business Units* Add Agency Business Units Copy Account to Business Unit Add Account to Business Unit, Inactivate Account, Delete Account <b>Note:</b> Transactions are within User's Range of Financial Business Units To Approve/Post Batches, User must also be set up in Batch Management.

## General Ledger (GL)

February 18, 2010

Code	Name	Business Process Description
50	<b>State Accounting</b>	Includes all of Code 10, 20 & 30 Business Unit Approval Approve and Post Batches <b>Note:</b> 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
52	<b>State Accounting State Budget Legislative Fiscal office</b>	Statewide Inquiry  Includes all of Code 10 Statewide Inquiry Only <b>Note:</b> Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access
53	<b>State Budget Division</b>	Includes all of Code 10 Enter Journal Entries Add Business Units* Add Agency Business Units Copy Account to Business Unit Add Account to Business Unit Enter Journal Entries in Debit/Credit Format Enter a Basic Journal Entry Enter a Journal Entry with a Subledger Enter an Interfund Journal Entry Change an Unposted Journal Entry Delete a Journal Entry Approve/Print/Post Journal Entries Review Journal Entries for Approval Post Journal Entry by Batch Void a Journal Entry Delete Object Codes statewide Approve and Post Batches <b>Note:</b> 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
54	<b>State Accounting</b>	Includes all of Code 10, 20, 30 & 50 Turn On/Off Budget Checking Approve and Post Batches <b>Note:</b> 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
55	<b>State Auditors</b>	Includes all of Code 10 <b>Note:</b> Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access

## Allocations (AL)

February 18, 2010

Code	Name	Business Process Description
20	Dept of HHS	Leave Allocation Calculation Indexed Allocation Setup <b>Note:</b> Transactions are within User's Range of Financial Business Units
40	Dept of Labor, Administrative Services (AS)	Indexed Allocations Variable Numerator Allocations Variable Numerator Compute & Print Indexed Allocations Compute & Print Indexed Allocation Setup <b>Note:</b> Transactions are within User's Range of Financial Business Units
42	Dept of HHS	Indexed Allocations Compute & Print Leave Allocation Calculation Batch Journal Entry Processor Batch JE Edits Based Upon/Bill To (CAPS Allocation) Source (CAPS Allocation) HHSS Cost Allocation Compute & Print Indexed Allocation Setup Indexed Allocations Cost Allocation <b>Note:</b> Transactions are within User's Range of Financial Business Units
50	State Accounting	Includes Code 20, 40, and 42 <b>Note:</b> Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access

## Human Resources / Payroll (HR)

February 18, 2010

Code	Name	Business Process Description
10	Inquiry and Reporting	Inquiry & Reporting only, all HR/Payroll functions HR/Payroll Inquires : Reports, Employee, Payroll, and Position Control Screens, Benefits, Employee Master, History (Payment, PDBA, Tax, etc), Job Master Certify Payroll <b>NOTE:</b> Use AB14
20	HR Only	All HR functions, but no Payroll or Time Entry. Human Resource Functions Enter and Maintain Employee Records Using Job Master & Supplemental Data Enrolling Employees in Benefits Plans Position Control Activity Inquiry Position Activity Reporting <b>NOTE:</b> Use AB 15
21	Payroll Only	All Payroll functions (Payroll, Time Entry) and Inquiry & Reporting on HR Functions Control Inquiry and Reporting Only. Time Entry, including One Time Overrides Payroll Functions - Processing Payroll Payroll Adjustment Process/review of Journal Entries Employee Pay Types, Deductions, Benefits and Accruals Reports - Payroll Cycle and Payroll History HR Inquiry & Reporting - Benefits, Job Master, Position Control <b>NOTE:</b> Use AB14 Will need Execution Control to run pre-payroll
22	HR & Payroll	All HR/Payroll functions Human Resource/Payroll Functions Enter and Maintain Employee Records Using Job Master & Supplemental Data Enrolling Employees in Benefits Plans Time Entry, including One Time Overrides Payroll Functions - Processing Payroll Payroll Adjustment Interim Payments Process/review of Journal Entries Employee Pay Types, Deductions, Benefits and Accruals Reports - Payroll Cycle Position Control Activity Maintenance and Activity Reporting <b>NOTE:</b> Use AB15 Will need Execution Control to run pre-payroll

## Human Resources / Payroll (HR)

February 18, 2010

Code	Name	Business Process Description
23	<b>Timekeeper</b>	Time Entry only, including One Time Overrides Entering Timecards using Speed Time Entry & Labor Distribution Copy Entering Timecards using Filters Importing Time Card spreadsheets <b>NOTE:</b> Use AB10
25	<b>HR &amp; Payroll - State Personnel and Constitutional Agencies</b>	<b>Constitutional Agencies include agencies 3, 5, 7, 8, 9, 10, 11, 12, 13, 14, 32, 37, 47, 48, 50, 51, 77 &amp; 93</b> All HR/Payroll functions, to include Position Control Inquiry, Reporting and Maintenance Human Resource/Payroll Functions Enter and Maintain Employee Records Using Job Master & Supplemental Data Enrolling Employees in Benefits Plans Time Entry, including One Time Overrides Payroll Functions - Processing Payroll Payroll Adjustment Interim Payments Process/review of Journal Entries Employee Pay Types, Deductions, Benefits and Accruals Maintaining Employee History and Turnover Records Reports - Payroll Cycle and Payroll History <b>NOTE:</b> Use AB15 Will need Execution Control to run pre-payroll
30	<b>Budget Specialist (Agency)</b>	MSS, Position Control Inquiry and Reporting Only Position Control Activity Inquiry Position Activity Reporting <b>NOTE:</b> Use AB10

## Human Resources / Payroll (HR)

February 18, 2010

Code	Name	Business Process Description
40	<b>Supervisor / Manager</b>	Manager Self Service (MSS) only <b>NOTE:</b> No AB or BU Role is needed unless User has other functional duties
41	<b>Inquiry and Reporting - Supervisor / Manager</b>	Include all of Code 10 and 40 <b>NOTE:</b> Use AB14
42	<b>Administrator / Director</b>	Payroll Inquiry & Reporting Time Entry Manager Self-Service Position Control Inquiry and Reporting Defining Position Control Budgets <b>NOTE:</b> Use AB10
50	<b>Statewide Inquiry - Legislative Fiscal Office State Accounting State Auditors State Budget</b>	Statewide Inquiry/Reporting/Position Control Employee Pay Totals/Manager Self Service (MSS) <b>NOTE:</b> Use AB14, AB50, AB55 (for Agency65 only), or AB52 (for Agency 03, 10, and 65) Use BU Role N000BU0007 or N000BU0008 if User needs state wide financial access
51	<b>State Accounting</b>	Includes HR50 <b>NOTE:</b> Use AB50 or AB52 Use BU Role N000BU0008 if User needs state wide financial access
52	<b>State Personnel</b>	Statewide - Inquiry/Maintenance/Reporting Classification and Compensation Position Control Inquiry and Reporting Only Benefits Manager Self Service (MSS) <b>NOTE:</b> Use AB14 Use BU Role N000BU0007 or N000BU0008 if User needs state wide financial access
53	<b>State Personnel - Benefits</b>	Include all of Code 52 Run P05410 (ESS Director) & prompt for versions Run and change W0092A (User Profile Revisions) <b>NOTE:</b> Use AB17 Use BU Role N000BU0007 or N000BU0008 if User needs state wide financial access
65	<b>State Accounting</b>	Statewide Updating <b>NOTE:</b> Use AB15 Use BU Role N000BU0007 or N000BU0008 if User needs state wide financial access

## Grants and Projects (GP)

February 18, 2010

Code	Name	Business Process Description
10	<b>Inquiry</b>	Inquiry on Projects/Grants Print Reports <b>Note:</b> Transactions are within User's Range of Financial Business Units
30	<b>Manage and Maintain</b>	Includes Code 10 Requisition Creation for a Project/Grant Enter/Gen Quote Suppliers for a Project/Grant Quote Suppliers for a Project/Grant Enter Bid Responses for a Project/Grant Enter/Gen Special Purpose Purchase Order for a Project/Grant Print Documents for a Project/Grant Enter Receipt Order for a Project/Grant Revise Orders for a Project/Grant Voucher Entry with or without PO Add a Project/Grant BU Change Project/Grant BU - (DAS Accounting) Close/Inactivate a Project/Grant BU - (DAS Accounting) Add Accounts to Project/Grant BU Set Up a Project/Grant Add a Project/Grant Add Accounts to Project/Grant Add Budgets to a Project/Grant Budget Revisions <b>Note:</b> Transactions are within User's Range of Financial Business Units
52	<b>Statewide Inquiry</b>	<b>State Accounting, State Auditor, State Budget Office, Legislative Fiscal Office</b> Inquiry on Projects/Grants Print Reports <b>Note:</b> Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access

## Procurement (PT)

February 18, 2010

Code	Name	Business Process Description
10	<b>Inquiry Only</b>	Purchase Inquiry Orders Vendor Data Report Printing Address Book - Requests/Inquiries <b>Note:</b> Transactions are within User's Range of Financial Business Units
20	<b>Purchase Initiator</b>	Includes Code 10 User Defined Codes - Inquiry Address Book Use for Requisitions Requisition Creation Receive Orders Order Approval (if applicable) <b>Note:</b> Transactions are within User's Range of Financial Business Units To Create Receipt Batches, User must also be set up in Batch Mgt as Preparer. Related Approver / Poster must also have GL30 access
30	<b>Buyer Level - Agency</b>	Includes Code 20 Purchase Order Generation Release Orders from Contract Generate Contracts <b>Note:</b> Transactions are within User's Range of Financial Business Units To Create Receipt Batches, User must also be set up in Batch Mgt as Preparer. Related Approver / Poster must also have GL30 access
31	<b>Buyer Level - Agency Approval Routing</b>	Includes Code 30 Approval Level Revisions and Route Codes Search <b>Note:</b> Transactions are within User's Range of Financial Business Units  To Create Batches via the Fixed Asset Transfer Program, User must also be set up in Batch Management as Preparer. Related Approver / Poster must also have GL30 access
40	<b>Dept of Corrections- Buyer - level</b>	Includes Code 30 Only for DCS buyers buying for CSI or the DCS Central Warehouse Purchase Order Generation Release Orders from Contract Generate Contracts Access menu : Dist and Mfg- CSI ,inventory,mfg,purchase,sales order price management and CSI Dist Accounting <b>Note:</b> Transactions are within User's Range of Financial Business Units

## Procurement (PT)

February 18, 2010

Code	Name	Business Process Description
41	<b>Dept of Corrections- Buyer level Approval Routing</b>	<p>Includes Code 31 Only for DCS buyers buying for CSI or the DCS Central Warehouse Approval Level Revisions and Route Codes Search</p> <p>Access menu: Dist and Mfg- CSI ,inventory,mfg,purchase,sales order price management and CSI Dist Accounting</p> <p style="text-align: center;"><b>Note:</b> Transactions are within User's Range of Financial Business Units</p>
50	<b>NIS Support Level - State Purchasing Purchasing Only</b>	<p>Purchase Inquiry User Defined Codes - Inquiry Address Book Use of Requisitions</p> <p>Requisition Creation Purchase Order Generation Release Orders from Contract Generate Contracts Order Approval (if applicable) Report Printing Receive Orders Advanced Functions Periodic Functions All Purchasing Setup Can see all reports ran by all Users in Submitted Jobs.</p> <p><b>Note:</b> Use BU Role N000BU0016. User Must Have AB12</p>
51	<b>Manager Level - State Purchasing Only</b>	<p>Purchase Inquiry User Defined Codes - Inquiry Address Book Use of Requisitions Requisition Creation Purchase Order Generation Release Orders from Contract Generate Contracts Order Approval (if applicable) Report Printing Receive Orders</p> <p><b>Note:</b> Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access To Create Receipt Batches, User must also be set up in Batch Mgt as Preparer. Related Approver / Poster must also have GL30 access</p>
52	<b>Statewide Inquiry</b>	<p><b>State Auditor, State Budget Office, Legislative Fiscal Office, State Accounting</b></p> <p><b>Note:</b> Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access</p>

## Budget (BD)

February 18, 2010

Code	Name	Business Process Description
10	<b>Agency Inquiries and Reports</b>	Agency Budgets Trial Balance by Fund Trial Balance by Subledger Job Status - User Defined Columns Online Consolidation (All Ledger Types) <b>Note:</b> Transactions are within User's Range of Financial Business Units
20	<b>Agency Budget Preparation</b>	Includes all of Code 10 Work With Transactions Add Agency Business Units Copy Object Codes to Business Unit Enter/Adjust Manual Encumbrances (Ledger Types BA and BC) <b>Note:</b> Transactions are within User's Range of Financial Business Units  To Create Batches via the Manual Encumbrance Program, User must also be set up in Batch Management as Preparer. Related Approver / Poster must also have GL30 access
30	<b>Agency Budget Management</b>	Includes all of Code 20 Agency Budget Distribution of Appropriation by Business Unit Review/Approve/Post Manual Encumbrances (Ledger Type BF) <b>Note:</b> Transactions are within User's Range of Financial Business Units  To Create Batches via the Manual Encumbrance Program, User must also be set up in Batch Management as Preparer. Related Approver / Poster must also have GL30 access
50	<b>Statewide Budget Control - State Budget Division</b>	Add, change or delete new appropriations, appropriation adjustments, allotment, allotment adjustments, personal service limitation (PSL) and PSL adjustments; also inquiries and reporting capabilities for statewide and agency budget management and budget preparation (Ledger Type UF) <b>Note:</b> Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access  To Create Batches via the Manual Encumbrance Program, User must also be set up in Batch Management as Preparer. Related Approver / Poster must also have GL30 access
51	<b>Statewide Budget Inquiries &amp; Reports - State Auditors &amp; State Accounting</b>	Inquiries and/or reporting capabilities for budget monitoring (All Ledger Types) <b>Note:</b> Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access
52	<b>Statewide Budget - Legislative Fiscal Division</b>	Inquiries and/or reporting capabilities for budget monitoring and budget preparation (All Ledger Types) <b>Note:</b> Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access

## Inventory (IV)

February 18, 2010

Code	Name	Business Process Description
10	INVINQ	Inventory Inquiry - Select Items - NIGP Items Print Reports <b>Note:</b> Transactions within User's Range of Business Units
20	INVWORKER	Includes all of Code 10 Creating an Issue Transfer Adjust Stock Items Receive Stock Into Warehouse Location <b>Note:</b> Transactions within User's Range of Business Units
30	INVCOUNTER	Includes all of Code 20 Enter Counts <b>Note:</b> Transactions within User's Range of Business Units
40	INVMGR	Includes all of Code 20 Enter Cycle Count Results Complete Access to the Cycle Count Program Create Warehouse Locations - Per Stock Locations Assigning an Item to a Branch/Plant Primary Location Assigning an item to a Secondary Location Changing Primary Location Assign an item to a Branch/Plant (cost, location, and re-order points)  Defining Item Costs Assign an item to a Branch/Plant Primary Location Defining Re-order Quantities <b>Note:</b> Transactions within User's Range of Business Units
50	NIS INVSUPERUSER  AS - Materiel	Inventory Inquiry - Select Items - NIGP Items  Creating an Issue Transfer Adjust Stock Items Print Reports Receive Stock Into Warehouse Location Enter Counts, Request Cycle Counts Create Locations - Generic Branch/Plant Locations Enter New Stock Item Add, Change, Delete Items from Item Master Set Up Item Cross References Enter Cost Information, Set Up Reorder Points Set Up Branch Plants, Create New Warehouse or Branch Plant Define How Item Availability Will Be Calculated System Setup <b>Note:</b> Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access
51	INVCOORDINATOR State Purchasing Only	INVMGR (includes all of Code 40) Enter a new stock item Add, change, or delete item information from the Item Master Set up item cross-references Enter cost information for items in the Item Master <b>Note:</b> Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access
52	Statewide Inquiry	State Auditor, State Budget Office, Legislative Fiscal Office, State Accounting <b>Note:</b> Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access

## Fixed Assets (FA)

February 18, 2010

Code	Name	Business Process Description
10	Inquiry	Inquiry Fixed Assets and Reports <b>Note:</b> Transactions are within User's Range of Financial Business Units
15	FA Count	Agency User recording with a hand held scanner ( no NIS Menus ) <b>Note:</b> Assign this role when end user has no other FA role and will need to conduct Physical Inventory using Handheld Scanner. Barcode Scanner Login is available through AS Materiel Division, Surplus Property.
20	Agency FA Assistant	Work With Transactions Enter an Asset Master Enter an Asset Master for Personal Property Asset Master Entry With Split Codes Process a Fixed Asset Transaction Copy an Asset Master Record Post to a Fixed Asset Pass on an Unposted Fixed Asset Entry On-line Inquiries Inquire/Change an Asset Master Transfer an Asset Intra-Agency - Proof or Final Other Fixed Asset Transactions Enter Donated Personal Property or Buildings Split an Existing Asset Can create assets and change other FA information Cannot initiate disposal Conduct Physical Inventory using Handheld Scanner. Barcode Scanner Login is available through AS Materiel Division, Surplus Property. <b>Note:</b> Transactions are within User's Range of Financial Business Units To Create Batches via the Fixed Asset Transfer Program, User must also be set up in Batch Management as Preparer. Related Approver / Poster must also have GL30 access
30	Primary FA Person (in most cases, one per agency)	Includes all of Code 10 and 20 Work With Transactions Dispose of an Asset Through Surplus Process Dispose of Asset Through Surplus or Sale (initiate) Dispose of Asset Through Destruction (initiate) Change Equipment Status Other Fixed Asset Transactions Compute Depreciation at an Agency Change Depreciation at an Agency Conduct Physical Inventory using Handheld Scanner. Barcode Scanner Login is available through AS Materiel Division, Surplus Property. <b>Note:</b> Transactions are within User's Range of Financial Business Units To Create Batches via the Fixed Asset Transfer Program, User must also be set up in Batch Management as Preparer. Related Approver / Poster must also have GL30 access
50	State Accounting	Includes all of Code 10, 20, 30 and 52 Work With Transactions Dispose of an Asset Through Surplus Process Dispose of Asset Through Surplus or Sale (complete) Dispose of Asset Through Destruction (complete) <b>Note:</b> Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access To Create Batches via the Fixed Asset Transfer Program, User must also be set up in Batch Management as Preparer. Related Approver / Poster must also have GL30 access
52	Materiel Division and State Building Division	Includes Code 10 Work With Transactions Dispose of an Asset Through Surplus Process Dispose of Asset Through Surplus or Sale (complete) Dispose of Asset Through Destruction (complete) Statewide Inquiry/Reporting <b>Note:</b> Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access
55	Statewide Inquiry	Statewide Inquiry/Reporting State Auditors, Budget Office, and Legislative Fiscal Office <b>Note:</b> Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access

## Capital Asset Management (CM)

February 18, 2010

Code	Name	Business Process Description
10	Inquiry - TSB	<p><b>Functionality the same as FA10</b></p> <p>View Transactions On-line Inquiries Run Reports</p> <p>View-Only Access to Assets, Equipment and Transactions Related to the Assets within User's Business Unit Role N000BU6519</p> <p>Note: User can not have both FA and CM</p>
11	AS 309 Task Force	Inquiry
20	Agency CM Assistant	<p><b>Inquiry</b> (Include all of Code CM10) <b>Agency FA Assistant</b> (includes all of Code FA20)</p> <p>Work With Transactions Enter an Equipment Master Process a Equipment Master Transaction Copy an Equipment Master Record Post to a Fixed Asset Pass on an Unposted Fixed Asset Entry On-line Inquiries Inquire/Change an Equipment Master</p> <p>Preventive Maintenance Update PM Schedule Status Create and Maintain Work Order for Maintenance of Capital Equipment Conduct Physical Inventory using Handheld Scanner. Barcode Scanner Login is available through AS Materiel Division, Surplus Property.</p> <p><b>Note:</b> Use FA00, User can not have both FA and CM</p> <p>Agency 23 uses N000BU2310 Agency 25 uses N000BU6527 Agency 46 uses N000BU4625, or N000BU4627 Agency 65 uses N000BU6551, N000BU6552, N000BU6553, N000BU6555, N000BU6556, N000BU6557, N000BU6558 or N000BU6559</p>
21	Agency CAM Assistant  (Building Maintenance)	<p><b>Functionality the same as CM20 without access to Fixed Asset Menus</b></p> <p><b>Building Maintenance</b> On-line Inquiries Inquire/Change an Equipment Master</p> <p>Preventive Maintenance Create and Maintain Work Order for Maintenance of Capital Equipment Conduct Physical Inventory using Handheld Scanner. Barcode Scanner Login is available through AS Materiel Division, Surplus Property. Capital Assets Within User's Range of Financial Business Units</p>
25	CM - TSB	

## Capital Asset Management (CM)

February 18, 2010

Code	Name	Business Process Description
30	<b>Building CM Manager CM Contact at Agency</b>	<b>Inquiry</b> (includes all of Code CM10) <b>Agency CAM Assistant</b> (includes all of Code CM20) <b>Agency FA Manager</b> (includes all of Code FA30) Conduct Physical Inventory using Handheld Scanner. Barcode Scanner Login is available through AS Materiel Division, Surplus Property. <b>Note:</b> Use FA00, User can not have both FA and CM Agency 23 uses N000BU2310 Agency 25 uses N000BU6527 Agency 46 uses N000BU4625, or N000BU4627 Agency 65 uses N000BU6551, N000BU6552, N000BU6553, N000BU6555, N000BU6556, N000BU6557, N000BU6558 or N000BU6559
31	<b>Agency CM Assistant  (Building Maintenance)</b>	<b>Functionality the same as CM30 without access to Fixed Asset Menus</b>  <b>Building Maintenance</b> On-line Inquiries Inquire/Change an Equipment Master Preventive Maintenance Update PM Schedule Status Create and Maintain Work Order for Maintenance of Capital Equipment Manage Equipment Master Conduct Physical Inventory using Handheld Scanner. Barcode Scanner Login is available through AS Materiel Division, Surplus Property. Capital Assets Within User's Range of Financial Business Units
35	<b>TSB CM Administration</b>	<b>Inquiry</b> (includes all of Code CM10) <b>Agency CAM Assistant</b> (includes all of Code CM20) <b>Agency FA Manager</b> (includes all of Code FA30) PM Projections Conduct Physical Inventory using Handheld Scanner. Barcode Scanner Login is available through AS Materiel Division, Surplus Property. <b>Note:</b> Use FA00, User can not have both FA and CM Agency 23 uses N000BU2310 Agency 25 uses N000BU6527 Agency 46 uses N000BU4625, or N000BU4627 Agency 65 uses N000BU6551, N000BU6552, N000BU6553, N000BU6555, N000BU6556, N000BU6557, N000BU6558 or N000BU6559
51	<b>TSB</b>	<b>Inquiry</b> (includes all of Code CM10) <b>Agency CM Assistant</b> (includes all of Code CM20) <b>Agency FA Manager</b> (includes all of Code CM35) Statewide Inquiry/Reporting <b>Note:</b> Use FA00, User can not have both FA and CM Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access
52	<b>State Building</b>	<b>Inquiry</b> (includes all of Code CM10) <b>Agency CM Assistant</b> (includes all of Code CM20) <b>Agency FA Manager</b> (includes all of Code CM30) Statewide Inquiry/Reporting <b>Note:</b> Use FA00, User can not have both FA and CM Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access
55	<b>State Auditor</b>	<b>Inquiry</b> (includes all of Code CM10) <b>Statewide Inquiry/Reporting</b> (includes FA55) <b>Note:</b> Use FA00, User can not have both FA and CM Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access

## Capital Asset Management (CM)

February 18, 2010

Code	Name	Business Process Description
------	------	------------------------------

## Interface (FT)

February 18, 2010				
AG #	AGENCY NAME	FT Code	MENU DESCRIPTION	Interface ID
5	Supreme Court	06	AP Payments	PD00502A
12	State Treasurer	12	Bank Reconciliation	PD01259A
13	Department of Education	11	Disability Determination Services	PDEDU02A
		13	Education Aid Payments	PDEDU02B, PDEDU02D, PDEDU02E, PDEDU02F, PDEDU02G, PDEDU02H, PDEDU02I, PDEDU02J, PDEDU02K, PDEDU02L, PDEDU02M
		15	Vocational Rehabilitation	PDEDU02C, PDVOC02A
14	Public Service Commission	14	Public Service Commission	PD01403A
16	Department of Revenue	16	Department of Revenue	PDCTX02A, PDFIT02A, PDIIT02A, PDSTR02A
			PCT - Volume Voucher Payment Log (not a true interface)	PDNIS59A
		10	Lottery - manual payments	No Interface ID at this time
23	Department of Labor	17	Department of Labor Feedback File	No Interface ID
24	Department of Motor Vehicles	24	Department of Motor Vehicles	PDDMV02A
25, 26	Health & Human Services	18	HHSS CHARTS Interfaces	PDCSE01A
		19	HHSS MCP Interfaces	PDMCP01A, PDMCP02A
		20	HHSS Connect	PD02602B
		21	HHSS NFO Interfaces	PDNFO01A, PDNFO02A
		22	HHSS Random Moment Time Study	PD02507A
		23	HHSS Financial Support Interfaces CHARTS, HEA, MMIS Volume, N-Focus, Voucher	PDCSE01A, PDHEA02A, PDMCP01A, PDMCP02A, PDNFO01A, PDNFO02A, PD02602A, PD02602B
		25	HHS Phones and Email	PD02609A
		26	HHS Master Menu	PDCSE01A, PDHEA02A, PDLAB03A, PDMCP02A, PDNFO01A, PDNFO02A, PD02507A, PD02507B, PD02602A, PD02607A, PD02607C, PD02609A, PD02659C
		29	Thomas Fitzgerald Veteran's Home	No Interface ID
		30	Health & Human Services	PDLAB03A
		31	HHSS HEA Interfaces	PDHEA02A
		32	Western Nebraska Veteran's Home	No Interface ID
		33	Grand Island Veteran's Home	No Interface ID
		34	Hastings Regional Center/YRTC Geneva & Kearney	No Interface ID
		35	Norfolk Regional Center	No Interface ID
		36	Beatrice State Developmental Center	No Interface ID
		37	Lincoln Regional Center	No Interface ID
		38	HHSS Batch Time Entry Processing	No Interface ID
		39	HHS Cams Interface	PD02659C
48	Employee Reimbursement	PD02602A		
49	HHSS Financial Support Interfaces HEA, MMIS, N-Focus	PDHEA02A, PDMCP01A, PDMCP02A, PDNFO01A, PDNFO02A		
27	Department of Roads	27	Department of Roads	PD02702A, PD02702B, PD02703A, PD02703B, PD02707A, PD02707B, PD02709A, PD02743A, PD02743B
		28	Roads Timecard & Feedback Files	PD02707A, PD02707B, PD02709A
		97	combined N000FT28-Roads Timecard & Feedback Files and N000FT98 State	PD02707A, PD02707B, PD02709A

## Interface (FT)

February 18, 2010				
AG #	AGENCY NAME	FT Code	MENU DESCRIPTION	Interface ID
46	Department of Corrections	40	Directory functionality	No Interface ID
		41	Tecumseh State Correctional Institute	No Interface ID
		42	Nebraska State Penitentiary	No Interface ID
		43	Nebraska's Correctional Center for Women	No Interface ID
		44	Lincoln Correctional Center/DEC	No Interface ID
		45	CSI - sales order & work orders	PD04641A
		46	DCS Batch Time Entry Processing	No Interface ID
			Corrections Employee Feedback Info	PD04607B
47	Educational Telecommunications Comm.	47	Nebraska Educational Telecommunications	PD04707A
50	State Colleges	50	State Colleges	PD05001A, PD05001B, PD05002A, PD05002B, PD05003A (range PD05001A - PD05003A )
51	University of Nebraska	51	University of Nebraska	PD05101A, PD05101B, PD05102A, PD05102B, PD05103A
65	Administrative Services	05	AS-Material Division-Print Shop	PD65441A
		60	AS-Communications	PD65603A, PD65609A
		61	AS-Building Division	PD65403A, PD65408A
		64	AS-State Accounting	PD02307A, PD06508A, PD08508A, PD65202A, PD65259B, PD65259G
		64	Interfaces Master Menu. Require N000BU0008 for DAS developers	No Interface ID
			TC-Input NIS HR Time Entry(AG65, Div 7)	PD06507A
			Materiel IBT/Invoice billing for Print Shop	PD65503B
			Input NIS Inter-agency Billing Transaction (AG65, Div 10)	PD65003A
			FMC - Output Fixed Asset (AG65, Div 10)	PD65008A
			Cashflow Daily Extract Interface (AG 65, Div 2)	PD65209A
			DAS Materiel Office Depot Purchase Orders (AG 65, Div 5)	PD65543A
			DAS Materiel Vendor Purchase Orders (AG 65, Div 5)	PD65559C
			(AG 65, Div 7)	PD65701A
			IMServices AR Invoice/IBT PAC Billings. (AG 65, Div 7)	PD65703A
			IMServices FA Output Interface for Billing. (AG 65, Div 7)	PD65708A
			Lotus Notes Phone Email Interface for All State Directory	PD65709A
			DOC Phone Interface for WEB (AG 65, Div 7)	PD65709B
	Nebraska Directory Services (NDS) Extract (AG 65, Div 7)	PD65759A		
	Personnel Requisitions to NOL Applicant System. (AG 65, Div 8)	PD65807A		
	Personnel Requisitions to NOL Applicant System. (AG 65, Div 8)	PD65807B		
85	Retirement Board	85	Retirement Systems	PD08502A, PD08502B
All	State Directory Updating	98	Selected Users from each Agency	No Interface ID (CIO contact Renee Bramhall, 471-4701)

## Manufacturing (MG )

February 18, 2010

Code	Name	Business Process Description
11	Accounts Payable User	View Only Access to Printing Requisition for use by Agency Accounting Areas.
52	Statewide Inquiry	State Auditor

# Manufacturing Planning (MP)

February 18, 2010

Code	Name	Business Process Description
------	------	------------------------------

Under Construction

## Price Management (PM)

February 18, 2010

Code	Name	Business Process Description
------	------	------------------------------

Under Construction

## Sales Order (SO)

February 18, 2010

Code	Name	Business Process Description
------	------	------------------------------



## Warehouse (WH)

February 18, 2010

Code	Name	Business Process Description
------	------	------------------------------

Under Construction

## Pre-Audit (PA)

February 18, 2010

Code	Name	Business Process Description
99	Agency Certified Pre-Auditors	Agency staff performing pre-audit of NIS transactions- Certified by State Accounting

## Authorized Agent (AA)

February 18, 2010

Code	Name	Business Process Description
10	Inquiry only	View NIS User Authorization Table View Batch Management - HR Users or as needed <b>Note:</b> HR Users or as needed
20	Authorized Agents	Initiate Role Requests for Users Inquire on Role Request Audit View NIS User Authorization Table View Batch Management - HR Users or as needed View Authorized Agent Master
30	Business Process Owners	Approve Role Requests for Users Inquire on Role Request Audit View NIS User Authorization Table View Batch Management - HR Users or as needed View Authorized Agent Master

## System Code (SC)

February 18, 2010

Code	Name	Business Process Description
------	------	------------------------------

Under Construction

## Menu ( MN )

February 18, 2010

Code	Name	Business Process Description
------	------	------------------------------

Under Construction