

NIS Security
Matrix Code Descriptions
January 8, 2007

Index - Functional Matrix Coding Abbreviations

AP = Accounts Payable

AR = Accounts Receivable

GL = General Ledger

HR_Payroll = Human Resources/Payroll

FA = Fixed Assets

GP = Grants/Projects

PT = Procurement

BD = Budget

IV = Inventory

SM = Sales and Manufacturing

AL = Allocations

AB = Address Book

NTF = Interface code

ES Role = Employee Self Service

SC = System Code

BU Role = Business Unit Roles

Accounts Payable Functional Matrix Coding

January 8, 2007		
Code	Name	Business Process Description
10	APINQUIRY	Inquiry - Cleared Warrant, Purchase Order, Purchasing Receipts, Vendor Address, Voucher Invoice 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 a Voucher Journal 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 Print Pre-audit Verification Report 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

Accounts Payable Functional Matrix Coding

January 8, 2007		
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>

Accounts Receivable Functional Matrix Coding

January 8, 2007

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 Note: Transactions are Within User's Range of Financial Business Units
20	Cash Depositor	Inquiry and Reports (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 Note: Transactions are Within User's Range of Financial Business Units To Approve Batches, User must also be set up in Batch Management.
32	Invoicer	Inquiry and Reports (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 Note: Transactions are Within User's Range of Financial Business Units To Approve Batches, User must also be set up in Batch Management.

Accounts Receivable Functional Matrix Coding

January 8, 2007

Code	Name	Business Process Description
34	Cash Applier	Inquiry and Reports (includes all of Code 10) Cash Depositor (includes all of Code 20) Accounts Receivable Processing Apply Cash Received to Invoices Note: Transactions are Within User's Range of Financial Business Units
36	Depositor Cash	Inquiry and Reports (includes all of Code 10) Cash Depositor (includes all of Code 20) Invoicer (includes all of Code 32) Cash Applier (includes all of Code 34) Note: Transactions are Within User's Range of Financial Business Units To Approve/Post Batches, User must also be set up in Batch Management.
40	State Treasurer Only	Inquiry and Reports (includes all of Code 10) Cash Depositor (includes all of Code 20) Invoicer (includes all of Code 32) Cash Applier (includes all of Code 34) Invoice/Apply Cash (includes all of Code 36) Cash Deposits - Prepare, Approve, or Post Note: Use BU Role N000BU0016 To Approve/Post Batches, User must also be set up in Batch Management.
50	State Accounting Only - Accounts Receivable Maintenance	Inquiry and Reports (includes all of Code 10) Cash Depositor (includes all of Code 20) Invoicer (includes all of Code 32) Cash Applier (includes all of Code 34) Note: 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	Statewide Inquiry	State Accounting, State Budget Office, State Auditor, Legislative Fiscal Office Statewide Access to Inquiry and Reports (Code 10) Note: Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access

General Ledger Functional Matrix Coding

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Code	Name	Business Process Description
10	Inquiry	<p>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</p> <p>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</p> <p>Accounting Reports - Transaction Journal, Trial Balance</p> <p>Note: Transactions are Within User's Range of Financial Business Units</p>
20	JE Create / Maintain	<p>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</p> <p>Note: Transactions are Within User's Range of Financial Business Units User must also be set up in Batch Management as a Preparer</p>
30	JE Approver/ Poster	<p>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 Approve/Post Journal Entry by Batch</p> <p>Note: Transactions are Within User's Range of Financial Business Units To Approve/Post Batches, User must also be set up in Batch Management.</p>
50	State Accounting	<p>Includes all of Code 10, 20 & 30 Business Unit Approval Approve and Post Batches</p> <p>Note: 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>

General Ledger Functional Matrix Coding

January 8, 2007		
Code	Name	Business Process Description
52	State Accounting State Budget Legislative Fiscal office	Statewide Inquiry Includes all of Code 10 Statewide Inquiry Only Note: Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access
53	State Budget Division	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 Note: 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	State Accounting	Includes all of Code 10, 20, 30 & 50 Turn On/Off Budget Checking Approve and Post Batches Note: 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	State Auditors	Includes all of Code 10 Note: Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access

HR/Payroll Functional Matrix Coding

January 8, 2007

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 NOTE: 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 NOTE: 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 NOTE: 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 NOTE: Use AB15 Will need Execution Control to run pre-payroll

HR/Payroll Functional Matrix Coding

January 8, 2007

Code	Name	Business Process Description
23	Timekeeper	Time Entry only, including One Time Overrides Entering Timecards using Speed Time Entry & Labor Distribution Copy Entering Timecards using Filters Importing Time Card spreadsheets NOTE: Use AB10
24	Specialist-Inquiry and Reporting	Inquiry & Reporting on all except Employee Maintenance, Payroll, Time Entry Benefits Position Control Supplemental Data Searches for Employees, Jobs NOTE: Use AB14
25	HR & Payroll - State Personnel and Constitutional Agencies	Constitutional Agencies include agencies 3, 5, 7, 8, 9, 10, 11, 12, 13, 14, 32, 37, 47, 48, 50, 51, 77 & 93 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 NOTE: Use AB15 Will need Execution Control to run pre-payroll
30	Budget Specialist (Agency)	MSS, Position Control Inquiry and Reporting Only Position Control Activity Inquiry Position Activity Reporting NOTE: Use AB10
34	Specialist-Pos, Pay, TE, Class (Agency)	Position Control, Payroll, Time Entry, Classification & Compensation Creating/Reviewing/Defining Position Control Budgets Payroll - Time Entry, Processing, Pay Adjustment, One Time Overrides Classification & Compensation NOTE: Use AB10

HR/Payroll Functional Matrix Coding

January 8, 2007

Code	Name	Business Process Description
40	Supervisor / Manager	Manager Self Service (MSS) only NOTE: Use AB00 unless User has other functional duties
41	Inquiry and Reporting - Supervisor / Manager	Include all of Code 10 and 40 NOTE: Use AB14
42	Administrator / Director	Payroll Inquiry & Reporting Time Entry Manager Self-Service Position Control Inquiry and Reporting Defining Position Control Budgets NOTE: Use AB10
50	Statewide Inquiry - Legislative Fiscal Office State Accounting State Auditors State Budget	Statewide Inquiry/Reporting/Position Control Manager Self Service (MSS) NOTE: Use AB14, AB50 (for Agency65 only), or AB52 (for Agency 03, 10, 65, and 85) Use BU Role N000BU0007 or N000BU0008 if User needs state wide financial access
52	State Personnel	Statewide - Inquiry/Maintenance/Reporting Classification and Compensation Position Control Inquiry and Reporting Only Benefits Manager Self Service (MSS) NOTE: Use AB15 Use BU Role N000BU0007 or N000BU0008 if User needs state wide financial access
53	State Personnel - Benefits	Include all of Code 52 Run P05410 (ESS Director) & prompt for versions Run and change W0092A (User Profile Revisions) NOTE: Use AB15 Use BU Role N000BU0007 or N000BU0008 if User needs state wide financial access
65	State Accounting	Statewide Updating NOTE: Use AB15 Use BU Role N000BU0007 or N000BU0008 if User needs state wide financial access

Fixed Assets Functional Matrix Coding

January 8, 2007

Code	Name	Business Process Description
10	Inquiry	Inquiry Fixed Assets and Reports Note: Transactions are Within User's Range of Financial Business Units
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 Transfer a Fixed Asset Intra-Agency (Proof) Transfer a Fixed Asset Intra-Agency (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 Note: 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 Note: 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

Fixed Assets Functional Matrix Coding

January 8, 2007

Code	Name	Business Process Description
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) Note: 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 Note: 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 Note: Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access

Grants and Projects Functional Matrix Coding

January 8, 2007

Code	Name	Business Process Description
10	Inquiry	Inquiry on Projects/Grants Print Reports Note: Transactions are Within User's Range of Financial Business Units
30	Manage and Maintain	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 Note: Transactions are Within User's Range of Financial Business Units
52	Statewide Inquiry	State Accounting, State Auditor, State Budget Office, Legislative Fiscal Office Inquiry on Projects/Grants Print Reports Note: Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access

Budget Functional Matrix Coding

January 8, 2007

Code	Name	Business Process Description
10	Agency Inquiries and Reports	Agency Budgets Trial Balance by Fund Trial Balance by Subledger Job Status - User Defined Columns Online Consolidation (All Ledger Types) Note: Transactions are Within User's Range of Financial Business Units
20	Agency Budget Preparation	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) Note: 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	Agency Budget Management	Includes all of Code 20 Agency Budget Distribution of Appropriation by Business Unit Review/Approve/Post Manual Encumbrances (Ledger Type BF) Note: 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

Budget Functional Matrix Coding

January 8, 2007

Code	Name	Business Process Description
50	Statewide Budget Control - State Budget Division	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) Note: 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	Statewide Budget Inquiries & Reports - State Auditors & State Accounting	Inquiries and/or reporting capabilities for budget monitoring (All Ledger Types) Note: Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access
52	Statewide Budget - Legislative Fiscal Division	Inquiries and/or reporting capabilities for budget monitoring and budget preparation (All Ledger Types) Note: Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access

Procurement Functional Matrix Coding

January 8, 2007

Code	Name	Business Process Description
10	Inquiry Only	Purchase Inquiry Orders Vendor Data Report Printing Address Book - Requests/Inquiries Note: Transactions are within User's Range of Financial Business Units
20	Purchase Initiator	Includes Code 10 User Defined Codes - Inquiry Address Book Use for Requisitions Requisition Creation Receive Orders Order Approval (if applicable) Note: Transactions are within User's Range of Financial Business Units To Create Receipt Batches, User must also be set up in Batch Management as Preparer. Related Approver / Poster must also have GL30 access
30	Buyer Level - Agency	Includes Code 20 Purchase Order Generation Release Orders from Contract Generate Contracts Note: Transactions are within User's Range of Financial Business Units To Create Receipt Batches, User must also be set up in Batch Management as Preparer. Related Approver / Poster must also have GL30 access
31	Buyer Level - Agency Approval Routing	Includes Code 30 Approval Level Revisions and Route Codes Search Note: 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

Procurement Functional Matrix Coding

January 8, 2007

Code	Name	Business Process Description
50	NIS Support Level - State Purchasing only	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 Advanced Functions Periodic Functions All Purchasing Setup Can see all reports ran by all Users in Submitted Jobs. Note: Use BU Role N000BU0016 User must have AB12
51	Manager Level - State Purchasing only	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 Note: 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 Management as Preparer. Related Approver / Poster must also have GL30 access
52	Statewide Inquiry	State Auditor, State Budget Office, Legislative Fiscal Office, State Accounting Note: Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access

Inventory Functional Matrix Coding

January 8, 2007

Code	Name	Business Process Description
10	INVINQ	Inventory Inquiry - Select Items - NIGP Items Print Reports Note: 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 Note: Transactions within User's Range of Business Units
30	INVCOUNTER	Includes all of Code 20 Enter Counts Note: 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 Note: Transactions within User's Range of Business Units
50	NIS INVSUPERUSER DAS - 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 Note: 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 Note: 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 Note: Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access

Sales and Manufacturing Functional Matrix Coding

January 8, 2007

Code	Name	Business Process Description
00		<p>Under Construction:</p> <p>All Agencies should be entering 00 in this column</p>

Allocation Matrix Descriptions

January 8, 2007

Code	Name	Business Process Description
20	Leave Allocation	Leave Allocation Calculation Indexed Allocation Setup Note: Transactions are Within User's Range of Financial Business Units
40	Dept of Labor	Indexed Allocations Variable Numerator Allocations Variable Numerator Compute & Print Indexed Allocations Compute & Print Indexed Allocation Setup Note: Transactions are Within User's Range of Financial Business Units
42	Dept of HHSS	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 Note: Transactions are Within User's Range of Financial Business Units
50	State Accounting	Includes Code 20, 40, and 42 Note: Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access

Address Book Functional Matrix Coding

January 8, 2007		
Code	Name	Business Process Description
10	General User	General User authorized to view Search Types: A, AG, B, C, D, E, F, FD, N, O, PP, RF,S, SC, V, VP, W, X
12	DAS Materiel	User authorized to view Search Types: A, AG, B, C, D, E, F, FD, N, O, PP, RF, S, SC, V, VP, W, X, Z NOTE: User must have PT50 - 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, N, O, PP, Q, RF, S, SC, V, VP, W, X NOTE: Use with HR10, HR21, HR24, HR41 or HR50
15	HR/Payroll	User authorized to view Search Types: AG, B, C, D, F, FD, N, O, PP, RF,S, SC, V, VP, W NOTE: Allows maintenance of Search Types A, E, Q, & X . Use with HR20, HR22, HR25, HR52 or HR53
16	Dept. Revenue	
21	HHSS	User authorized to maintain and update Search Types: PH, XH, PM, XM, PW, XW (Public Assistance, Medicaid, Welfare)
26	HHSS Labs	User authorized to view Search Types: F & FD. NOTE: HHSS Lab Personnel - Except they may maintain & update Search Type CL
32	Revenue	User authorized to maintain and update SearchTypes TR & XT - Taxpayer Refunds
34	Retirement	User authorized to maintain and update Search Types R & XR - Retirees
40	UNL	University of Nebraska personnel authorized to view Search Types: AG, B, C, D, F, FD, N, O, PP, S, SC, V, VP, W. NOTE: - Maintain & update the UN, US, UX, XN, XS, XX Search Types.
50	State Accounting	State Accounting Address Book Maintenance - State Accounting personnel - Personnel authorized to maintain & update all search types
52	Statewide Inquiry	State Accounting, State Auditors, Legislative Fiscal Office, State Treasurer NOTE: All Search Types - Inquiry Only
60	State Parking	State Building Division Only

NTF Functional Matrix Coding

NTF User: All users who work with interfaces should have corresponding coding

January 8, 2007				
AG #	AGENCY NAME	NTF Code	MENU DESCRIPTION	Interface ID
3	Legislative Council	03	Legislative Barcode	PD00308A
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 Rehabililitation	PDEDU02C, PDVOC02A
14	Public Service Commission	14	Public Service Commission	PD01403A
16	Department of Revenue	16	Department of Revenue	PDCTX02A, PDFIT02A, PDIIT02A, PDSTR02A
23	Department of Labor	17	Department of Labor Feedback File	No Interface ID
24	Department of Motor Vehicles	24	Department of Motor Vehicles	PDDMV02A
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
		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	Employe Reimbursement	PD02602A		
49	HHSS Financial Support Interfaces HEA, MMIS, N-Focus	PDHEA02A, PDMCP01A, PDMCP02A, PDNFO01A, PDNFO02A		

NTF Functional Matrix Coding

NTF User: All users who work with interfaces should have corresponding coding

January 8, 2007				
AG #	AGENCY NAME	NTF Code	MENU DESCRIPTION	Interface ID
27	Department of Roads	27	Department of Roads	PD02702A, PD02702B, PD02703A, PD02703B, PD02707A, PD02707B, PD02709A, PD02743A
		28	Roads Timecard & Feedback Files	PD02707A, PD02707B, PD02709A
46	Department of Corrections	40	OCC/CCCO/NCYF	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
		46	DCS Batch Time Entry Processing	No Interface ID
47	Educational Telecommunications Comm.	47	Nebraska Educational Telecommunications	PD04707A
50	State Colleges	50	State Colleges	PDCSU02A, PDPSU02A, PDWSU01A, PDWSU02A, PD50159A, PD50359A, PD50459A
		52	Chadron State College	PDCSU02A, PD50159A
		53	Peru State College	PDPSU02A, PD50359A
		54	Wayne State College	PDWSU01A, PDWSU02A, PD50459A
51	University of Nebraska	51	University of Nebraska	PD05101A, PD05101B, PD05102A, PD05102B, PD05103A
65	Department of Administrative Services	60	DAS-Communications	PD65603A, PD65609A
		61	DAS-Building Division	PD65403A, PD65408A
		62	DAS-Transportation Services Bureau	PD65003A, PD65408A
		64	DAS-State Accounting	PD02307A, PD06508A, PD08508A, PD65202A, PD65259B, PD65259G
		65	Interfaces Master Menu. Require N000BU0008 for DAS developers	No Interface ID
		66	APS Interfaces (Procurement)	PD65559A
		67	DAS-IMServices	PD06507A, PD06507N, PD65703A, PD65708A
85	Retirement Board	85	Retirement Systems	PD08502A, PD08502B
All	State Directory Updating	98	Selected Users from each Agency	No Interface ID (DOC contact Renee Bramhall, 471-4701)

ES Role Functional Matrix Coding

January 8, 2007

Ag #	ES Role Code	Description	Agency Name
All ES Role Codes include Employee Self Service (ESS) except as noted.			
ALL	0000000000	Non-State Employees	No ESS
03	N000ES0302	No Time Entry (Biweekly Employees)	Legislative Council
	N000ES0306	No Time Entry (Monthly Employees)	
05	N000ES0502	No Time Entry	Supreme Court - Probation
	N000ES0506	No Time Entry	Supreme Court
07	N000ES0702	No Time Entry	Governor
08	N000ES0702	No Time Entry	Lieutenant Governor
09	N000ES0902	No Time Entry	Secretary of State
10	N000ES1002	No Time Entry	Auditor of Public Accounts
11	N000ES1102	No Time Entry	Attorney General
12	N000ES1202	No Time Entry	State Treasurer
	N000ES1204	Monthly Summary Time Entry	
13	N000ES1302	No Time Entry	Department of Education
14	N000ES1402	No Time Entry	Public Service Commission
15	N000ES1502	No Time Entry	Board of Pardons
16	N000ES1601	Biweekly Daily Time Entry	Department of Revenue
	N000ES1602	No Time Entry	
	N000ES1603	Biweekly Summary Time Entry	
17	N000ES1702	No Time Entry	Department of Aeronautics
18	N000ES1802	No Time Entry	Department of Agriculture
19	N000ES1902	No Time Entry	Department of Banking & Finance
21	N000ES2102	No Time Entry	State Fire Marshal
22	N000ES2202	No Time Entry	Department of Insurance
23	N000ES2302	No Time Entry	Department of Labor
24	N000ES2402	No Time Entry	Department of Motor Vehicles
	N000ES2404	Monthly Summary Time Entry	
26	N000ES2602	No Time Entry	Health & Human Services - Default
	N000ES2606	No Time Entry	Central Office AG26
	N000ES2610	No Time Entry	Central Service Area AG25
	N000ES2614	No Time Entry	LRC AG 25 & 26
	N000ES2618	No Time Entry	Northern Service Area AG25
	N000ES2622	No Time Entry	TFVH AG 25 & 26
	N000ES2626	No Time Entry	Central Office AG25 & 26
	N000ES2630	No Time Entry	WNVH & Wester Service Area AG 25 & 26
	N000ES2634	No Time Entry	Southeast Service Area AG25
	N000ES2638	No Time Entry	Eastern Service Area AG25
	N000ES2642	No Time Entry	YRTC's AG 25 & 26
	N000ES2646	No Time Entry	HRC AG 25 & 26
	N000ES2650	No Time Entry	BSDC AG 25 & 26
	N000ES2654	No Time Entry	Central Office AG20
	N000ES2658	No Time Entry	NRC & NVH AG25 & 26
N000ES2662	No Time Entry	Southwest Services Area AG25	
N000ES2666	No Time Entry	GIVH AG 25 & 26	

ES Role Functional Matrix Coding

January 8, 2007

Ag #	ES Role Code	Description	Agency Name
All ES Role Codes include Employee Self Service (ESS) except as noted.			
27	N000ES2702	No Time Entry	Department of Roads
28	N000ES2802	No Time Entry	Department of Veterans Affairs
29	N000ES2902	No Time Entry	Department of Natural Resources
	N000ES2904	Monthly Summary Time Entry	
30	N000ES3002	No Time Entry	Nebraska Electrical Board
31	N000ES3101	Biweekly Daily Time Entry	Military Department
	N000ES3102	No Time Entry	
	N000ES3104	Monthly Summary Time Entry	
32	N000ES3202	No Time Entry	Board of Educational Lands & Funds
33	N000ES3302	No Time Entry	Game & Parks Commission
34	N000ES3402	No Time Entry	Library Commission
35	N000ES3502	No Time Entry	Liquor Control Commission
36	N000ES3602	No Time Entry	Racing Commission
	N000ES3603	Biweekly Summary Time Entry	
37	N000ES3702	No Time Entry	Workers Compensation Court
38	N000ES3802	No Time Entry	Commission on the Status of Women
39	N000ES3902	No Time Entry	Brand Committee
40	N000ES4002	No Time Entry	Motor Vehicle Industry Licensing Board
41	N000ES4102	No Time Entry	State Real Estate Commission
45	N000ES4502	No Time Entry	Board of Barber Examiners
46	N000ES4602	No Time Entry	Department of Correctional Services
47	N000ES4702	No Time Entry	Educational Telecommunications Commission
48	N000ES4802	No Time Entry	Coordinating Commission Postsecondary Education
50	N000ES5002	No Time Entry	State Colleges - All
51	0000000000	Not included in NIS payroll	University of Nebraska
53	N000ES5302	No Time Entry	Real Estate Appraiser Board
54	N000ES5402	No Time Entry	State Historical Society
56	N000ES5602	No Time Entry	Wheat Board Development, Utilization, & Marketing Board
57	N000ES5702	No Time Entry	Oil and Gas Conservation Commission
58	N000ES5802	No Time Entry	State Board of Engineers & Architects
60	N000ES6002	No Time Entry	Ethanol Board
63	N000ES6302	No Time Entry	State Board of Public Accountancy
64	N000ES6402	No Time Entry	State Patrol
65	N000ES6501	Biweekly Daily Time Entry	Department of Administrative Services
	N000ES6502	No Time Entry	
	N000ES6503	Biweekly Summary Time Entry	
	N000ES6504	Monthly Summary Time Entry	
66	N000ES6602	No Time Entry	Abstracters Board of Examiners
67	N000ES6702	No Time Entry	Equal Opportunity Commission
68	N000ES6802	No Time Entry	Commission on Mexican Americans
69	N000ES6902	No Time Entry	Arts Council

ES Role Functional Matrix Coding

January 8, 2007

Ag #	ES Role Code	Description	Agency Name
All ES Role Codes include Employee Self Service (ESS) except as noted.			
70	N000ES7002	No Time Entry	State Foster Care Review Board
72	N000ES7202	No Time Entry	Department of Economic Development
74	N000ES7402	No Time Entry	Power Review Board
75	N000ES7502	No Time Entry	Investment Council
76	N000ES7602	No Time Entry	Commission on Indian Affairs
77	N000ES7702	No Time Entry	Commission of Industrial Relations
78	N000ES7802	No Time Entry	Commission of Law Enforcement & Criminal Justice
81	N000ES8102	No Time Entry	Commission for the Blind & Visually Impaired
82	N000ES8202	No Time Entry	Commission for the Deaf & Hard of Hearing
84	N000ES8402	No Time Entry	Department of Environmental Quality
85	N000ES8502	No Time Entry	Public Employees Retirement Board
87	N000ES8702	No Time Entry	Accountability & Disclosure Commission
88	N000ES1802	No Time Entry	Corn Development, Utilization, & Marketing Board
90	N000ES2702	No Time Entry	Railway Council, Nebraska
92	N000ES1802	No Time Entry	Grain Sorghum Development, Utilization, & Marketing Board
93	N000ES9302	No Time Entry	Tax Equalization & Review Commission
94	N000ES9402	No Time Entry	Commission on Public Advocacy
96	N000ES9602	No Time Entry	Department of Property Assessment & Taxation

System Coding Functional Matrix Coding

January 8, 2007		
Code	Name	Business Process Description
81	DAS	This code is for IMS Help Desk use only
82	State Accounting	This code is for NIS Security use only

Business Unit Role

January 8, 2007

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 E), then filter on BU_Type (column G). This will narrow the BU Roles to select from.

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

Column A	<p>Indicates the BU Role number</p> <p>The BU Role numbers have a prefix of " N000BU" followed by two digit agency number with th remaining two digits as a sequence number.</p> <p>Exceptions when filtering on column C, these have agency 0:</p> <ol style="list-style-type: none"> 1. N000BU0000 is used for Users with AB only, AB and NTF only, or AB and HR40 only. These are Users without financial or HR security business units. 2. N000BU0006, N000BU0007, N000BU0008 and N000BU0016 are used by statewide Matrix Codes in each functional area.
Column B	<p>Indicates the type of business units within the BU Role number</p> <p>FIN: indicates the financial business unit ranges</p> <p>HR: indicates HR security business units, use n/a for HR00 or HR40 Users</p> <p>Z_F0101_ONLY: allows access to the F0101 table (NIS Address Book) for AB10 only Users with Agency 12 and 81. Address Book access is automatically built into other BU Roles.</p>
Column C	Displays the beginning range of the business units
Column D	Displays the ending range of the business units
Column E	Indicates the agency the BU Role belongs to
Column F	Indicates a second Agency number whose business units are included in the BU Role
Column G	<p>Indicates the charaters of a BU Role:</p> <p>HR: User has access to HR (excludes HR40)</p> <p>BOTH: User has both HR (excludes HR40) and any financial access (includes AP, AR, GL, FA, GP, PT, BD, IV, and AL)</p> <p>FIN_AP: User has AP and no HR (HR00 or HR40)</p> <p>FIN_NOAP: User has AP00, and HR00 or HR40, but has other financial access</p> <p>NONE: User has AB only, or AB and NTF only, or AB and HR40 only</p> <p>SW_BOTH: User has statewide HR and financial access</p> <p>SW_FIN: User has statewide financial access</p> <p>SW_HR: User has statewide HR access</p>