

## 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 <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 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 <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

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August 10, 2006		
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>