

## Address Book (AB)

October 28, 2013

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

Code	Name	Business Process Description
09	General User	General User authorized to view Search Types: AG, B, BV, C, D, E, F, FD, I, N, O, PP, S, SC, V, VP, W, X with Personal Data Security Agency BU Role is required. Search Type O are only seen by State Treasurer's office and SC by State College using agency BU role.
10	General User with request / change	General User authorized to view Search Types: AG, B, BV, C, D, E, F, FD, I, N, O, PP, S, SC, V, VP, W, X with Personal Data Security. BU Role is Required. Search Type O are only seen by State Treasurer's office and SC by State College using agency BU role. Authorized to request Address Book records and updates to existing records.
12	AS Materiel	User authorized to view Search Types: AG, B, C, D, E, F, FD, I, N, O, PP, S, SC, V, VP, W, X, Z with Personal Data Security. 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: AG, B, BV, C, D, E, F, FD, I, N, O, PP, S, SC, V, VP, W, X. Use with HR11, HR24, HR43, HR54 or HR55
16	Dept. Revenue	General User authorized to view Search Types: AG, B, C, D, E, F, FD, I, N, O, PP, S, SC, V, VP, W, X. Allows maintenance of Search Types: R, & XT. Agency BU Role is Required.
17	Administrative Services - Personnel / Benefits	User authorized to view Search Types: AG, B, C, D, E, F, FD, I, N, O, PP, Q, R, S, SC, V, VP, W, X. Use with HR55. Agency BU Role is Required
18	State Accounting, State Treasurer	General User authorized to view Search Types: AG, B, BV, C, D, E, F, FD, I, N, O, PP, S, SC, UN, V, VP, W, X with Personal Data Security. BU Role is Required. Search Type O are only seen by State Treasurer's office and SC by State College using agency BU role.
21	DHSS	Include Code 10. DHHS User authorized to maintain and update Search Types: PH, XH, PM, XM, PW, XW (Public Assistance, Medicaid, Welfare) with Personal Data Security. Agency BU Role is Required.
26	DHSS Labs	Include Code 10. DHHS User authorized to maintain and update Search Type: CL. Agency BU Role is Required.
32	Revenue	Include Code 10. User authorized to maintain and update Search Types TR & XT - Taxpayer Refunds with Personal Data Security. Agency BU Role is Required.
34	Retirement	User authorized to view FD & I, maintain and update Search Types R & XR - Retirees with Personal Data Security. Agency BU Role is Required.

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40	<b>State Colleges University of Nebraska</b>	University of Nebraska personnel authorized to view Search Types: AG, B, C, E, D, E, F, FD, I, N, NC, PP, S, UN, US, UX, V, VP, W, X, XN, XS, XX with Personal Data Security. Maintain & update the NC, UN, US, UX, XN, XS, XX Search Types. Agency BU Role is Required.
46	<b>Dept. of Corrections</b>	General User authorized to view Search Types: AG, B, C, D, E, F, FD, I, N, O, PP, S, SC, V, VP, W, X with Personal Data Security. Maintain and update Search Type C & F. Agency BU Role is Required.
50	<b>State Accounting</b>	State Accounting Address Book Maintenance - State Accounting personnel - Personnel authorized to maintain & update all search types, except E, I, X, QX, and X. Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access
51	<b>State Accounting State Auditor</b>	Address Book Inquiry - all search types including bank information Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access
52	<b>State Accounting Legislative Fiscal Office, State Treasurer</b>	Address Book Statewide Inquiry with Personal Data Security. All Search Types - Inquiry Only. Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access
54	<b>HHSS</b>	Same as AB21 with view Search Type: Z with Personal Data Security.
55	<b>State Accounting</b>	Address Book statewide maintenance - Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access
56	<b>State Accounting HR/Payroll</b>	User authorized to view Search Types: AG, B, BV, C, D, E, F, FD, I, N, O, PP, S, SC, V, VP, W, X . Allows maintenance of Search Type Z . Use with HR65 or HR67