<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>Business Process Description</th>
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</table>
| 10   | Inquiry            | Inquire on a Journal Entry  
Print Journal Entries by Batch  
Run / Print a Journal Entry Batch Report by Batch  
Review a Journal Entry Report Online  
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  
**Note:** Transactions are within User's Range of Financial Business Units |
| 20   | JE Create / Maintain | Include all of Code 10  
Enter, Import, Print, Delete Journal Entries  
Enter Journal Entries in Debit/Credit Format  
Enter a Journal Entry with a Subledger  
Enter an Interfund Journal Entry  
Enter a Percentage Journal Entry  
Enter and Use Model Journal Entries  
Use a Model Journal Entry to Create a New Journal Entry  
Set up a Recurring Journal Entry  
Change an Unposted Journal Entry  
Approve/Post Journal Entry by Batch  
**BPO - State Accounting**  
**Note:** Transactions are within User's Range of Financial Business Units  
To Approve/Post Batches, User must also be set up in Batch Mgt. |
| 23   | Dept of Labor      | Includes all of Code 10 - Inquiry  
Dept of Labor reports included:  
Historical Labor/Distribution Report (R581278A)  
G/L By Object Code (R09421)  
BPO – State Accounting  
**Note:** Transactions are within User’s Range of Financial Business Units |
| 30   | JE Approver/Poster | Includes all of Code 10 & 20  
Add Business Units*  
Add Agency Business Units, Copy Accounts to Business Unit, Add Accounts to Business Unit, Inactivate Accounts, and Delete Accounts  
**BPO - State Accounting**  
**Note:** Transactions are within User’s Range of Financial Business Units  
To Approve/Post Batches, User must also be set up in Batch Mgt. |
| 31   | Department of Labor| Includes Code 30  
Special Dept of Labor reports included:  
Reports to be listed at a later date  
BPO - State Accounting  
**Note:** Transactions are within User’s Range of Financial Business Units  
To Approve/Post Batches, User must also be set up in Batch Mgt. |
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| 33   | Game and Parks        | Includes Code 30  
Special Game and Parks reports included: 
R5509790 General Ledger Detail & R5509796 Account Balance Extract 
BPO - State Accounting  
**Note:** Transactions are within User’s Range of Financial Business Units  
To Approve/Post Batches, User must also be set up in Batch Mgt. |
| 50   | State Accounting      | Includes all of Code 10, 20 & 30  
Business Unit Approval  
Approve and Post Batches  
*BPO - State Accounting*  
**Note:** Use BU Role N000BU0006 or N000BU0008 if User needs statewide security (HR) access  
To Approve/Post Batches, User must also be set up in Batch Mgt. |
| 52   | State Accounting      | Statewide Inquiry  
Includes all of Code 10  
Statewide Inquiry Only  
*BPO - State Accounting*  
**Note:** Use BU Role N000BU0006 or N000BU0008 if User needs statewide security (HR) access |
| 53   | State Budget Division | Includes all of Code 10  
Enter, Void, Delete 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 Journal Entry with a Subledger  
Enter an Interfund Journal Entry  
Change an Unposted Journal Entry  
Review /Approve/Print/Post Journal Entries  
*BPO - State Accounting*  
**Note:** Use BU Role N000BU0006 or N000BU0008 if User needs statewide security (HR) access  
To Approve/Post Batches, User must also be set up in Batch Mgt. |
| 54   | State Accounting      | Includes all of Code 10, 20, 30 & 50  
Turn On/Off Budget Checking  
Approve and Post Batches  
*BPO - State Accounting*  
**Note:** Use BU Role N000BU0006 or N000BU0008 if User needs statewide security (HR) access  
To Approve/Post Batches, User must also be set up in Batch Mgt. |
| 55   | State Auditors        | Includes all of Code 10 - Inquiry  
*BPO - State Accounting*  
**Note:** Use BU Role N000BU0006 or N000BU0008 if User needs statewide security (HR) access |