

# Role Descriptions

October 28, 2013

## Index - Role Abbreviations

**SS = Employee Self Service**

**LR = Leave Request**

**BU = Business Unit Role**

**AB = Address Book**

**AP = Accounts Payable**

**AR = Accounts Receivable**

**GL = Accounting - General Ledger**

**AL = Allocations**

**HR = 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**

**FB = File Browser**

**SC = System Code**

**MN = Menu**

## SS Role (Self Service)

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AG	Code	Business Process Description	Agency or User
	Leave Blank	No Self Service	Non-State Employees
ALL	N000SS10	Employee with only Self Service	Employees not using Payroll Time Entry
	N000LR10	Leave Request	Global Leave Administration (GLA)
05	N000SS05M	Monthly Summary Time Entry	Supereme Court
	N000SS05S	Bi Weekly/SummaryTime Entry	
14	N000SS14M	Monthly Summary Time Entry	Public Service Commission
16	N000SS16D	Daily Time Entry	Dept of Revenue
19	N000SS19D	Bi Weekly/ DailyTime Entry	Banking & Finance
22	N000SS22D	Bi Weekly/ DailyTime Entry	Department of Insurance
23	N000SS23D	Bi Weekly/ DailyTime Entry	Department of Labor
24	N000SS24D	Bi Weekly/ DailyTime Entry	Department of Motor Vehicles. *May need LR10 if using GLA
	N000SS24S	Bi Weekly/ SummaryTime Entry	
31	N000SS31D	Bi Weekly/ DailyTime Entry	Military Department
33	N000SS33D	Bi Weekly/ DailyTime Entry	Game and Parks
35	N000SS35D	Bi Weekly/ DailyTime Entry	Liquor Control Commission
54	N000SS54D	Bi Weekly/ DailyTime Entry	Historical Society
65	N000SS65D	Biweekly Daily Time Entry	Administrative Services
	N000SS65S	Biweekly Summary Time Entry	
69	N000SS69D	Biweekly Daily Time Entry	Nebraska Arts Council
70	N000SS70D	Bi Weekly/ DailyTime Entry	State Foster Care Review Board
75	N000SS75D	Bi Weekly/ DailyTime Entry	Investment Council
82	N000SS82D	Bi Weekly/ DailyTime Entry	Deaf and Hard of Hearing, Comm. of
84	N000SS84D	Bi Weekly/ DailyTime Entry	Environmental Quality
85	N000SS85S	Bi Weekly/ SummaryTime Entry	Public Employees Retirement Board
91	N000SS91D	Bi Weekly/ DailyTime Entry	Nebraska Tourism
93	N000SS93D	Bi Weekly/ DailyTime Entry	Tax Equalization & Review Comm.

## Leave Request ( LR )

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Code	Name	Business Process Description
10	Employee Leave Request	Global Leave Administration (GLA) automated Leave Requests. N000SS Role required.

## Business Unit (BU) Role

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Business Unit Ranges for Business Unit Role menu item on Security web site  
<http://link.ne.gov/> Accounting < E1 Home Page < Authorized Agent / User Access  
 Use the filters on the spreadsheet to first select agency number ( column B ),  
 Other filters are available to narrow the selection. Please read the column explanations below

Column A	<p>Indicates the <b>BU Role</b> number</p> <p>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.          N000BU0005, N000BU0006, N000BU0007, N000BU0008, N000BU0009,          N000BU0010, N000BU0012 and N000BU0016 are used by statewide Role Codes in a functional area.</p> <p><b>Note:</b> any user with one of these statewide roles must complete a <a href="#">confidentiality form</a></p>
Column B	<b>AG</b> = Agency number of Users to access the BU Role
Column C	<b>Comment</b> helps indicate unique needs
Column D	<b>Special F0101 Business Units:</b> allows access to the F0101 table ( Address Book) for AB Users with Agency 12, 24, 46, 65 and 81. Address Book access is automatically built into the remaining BU Roles.
Column E	Displays the <b>Beginning BU</b> range of the business units
Column F	Displays the <b>Ending BU</b> range of the business units
Column G	Ranges to the right continue showing additional <b>Beginning</b> and <b>Ending</b> business unit associated with the BU Role

## Address Book (AB)

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

Code	Name	Business Process Description
09	<b>General User</b>	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	<b>General User with request / change</b>	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	<b>AS Materiel</b>	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	<b>HR/Payroll</b>	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	<b>Dept. Revenue</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. Allows maintenance of Search Types: R, & XT. Agency BU Role is Required.
17	<b>Administrative Services - Personnel / Benefits</b>	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	<b>State Accounting, State Treasurer</b>	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	<b>DHSS</b>	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	<b>DHSS Labs</b>	Include Code 10. DHHS User authorized to maintain and update Search Type: CL. Agency BU Role is Required.
32	<b>Revenue</b>	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	<b>Retirement</b>	User authorized to view FD & I, maintain and update Search Types R & XR - Retirees with Personal Data Security. Agency BU Role is Required.

## Address Book (AB)

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

Code	Name	Business Process Description
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

## Accounts Payable (AP)

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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 <i>BPO - State Accounting</i> <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
21	Dept. of Labor	Includes Code 20 On the P0411S/W0411SA, exit identifier = 155, run is Y. Change GL date Access Global Update on Speed Status Update application <i>BPO - State Accounting</i> <b>Note:</b> Minimum of PT10 also required To Approve/Post Batches, User must also be set up in Batch Management
30	APUSER HHSS, DMV, Lottery, Retirement, UNL	<b>Includes Code 10 and 20</b> Manual Warrant Processing for EFT <i>BPO - State Accounting</i> <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
40	State Treasurer	<b>Includes Code 10 and 20</b> Bank Reconciliation Void Payments <i>BPO - State Accounting</i> <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)

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Code	Name	Business Process Description
41	State Treasurer	<p><b>Includes Code 40</b>                      Application to modify the bank warrant file.(P551599)  <i>BPO - State Accounting</i>  <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</p>
50	State Accounting	<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.  <i>BPO - State Accounting</i>  <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	State Accounting	<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.  <i>BPO - State Accounting</i>  <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	Statewide Inquiry	<p><b>State Accounting, State Auditor, State Budget Office, Legislative Fiscal Office</b>                      Inquiry and Reports (includes all of Code 10)  <i>BPO - State Accounting</i>  <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)

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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 <i>BPO - State Accounting</i> <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
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 <i>BPO - State Accounting</i> <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

## Accounts Receivable (AR)

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Code	Name	Business Process Description
34	<b>Cash Depositor/ Applier</b>	<p><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  <i>BPO - State Accounting</i>  <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</p>
36	<b>Cash Depositor/ Applier &amp; Invoicer</b>	<p><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)  <i>BPO - State Accounting</i>  <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</p>
37	<b>Corrections - CSI Distribution &amp; Manufacturing</b>	<p><b>Includes all of Code 36, Inquiry and Reports, Invoicer Cash Depositor/ Applier</b>                      Includes CSI Distribution and Mfg billing.  <i>BPO - State Accounting</i>  <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</p>
40	<b>State Treasurer Only</b>	<p><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  <i>BPO - State Accounting</i>  <b>Note:</b> Use BU Role N000BU0016                      To Approve/Post Batches, User must also be set up in Batch Management</p>
50	<b>State Accounting Only - Accounts Receivable Maintenance</b>	<p><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)  <i>BPO - State Accounting</i>  <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</p>

## Accounts Receivable (AR)

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Code	Name	Business Process Description
52	Statewide Inquiry	<p><b>State Accounting, State Budget Office, State Auditor, Legislative Fiscal Office</b>                      Statewide Access to Inquiry and Reports (Code 10 )  <i>BPO - State Accounting</i>  <b>Note:</b> Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access</p>
65	AS TSB, Copy Services	<p><b>Includes all of Code 36, Inquiry and Reports, Invoicer Cash Depositor/ Applier</b>                      Includes billing as produced from system  <i>BPO - State Accounting</i>  <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</p>
66	AS Print Shop	<p><b>Includes all of Code 36, Inquiry and Reports, Invoicer Cash Depositor/ Applier</b>                      Copy Services Sales Order billing and Print Shop  <i>BPO - State Accounting</i>  <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</p>

## General Ledger (GL)

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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 <i>BPO - State Accounting</i> <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
23	Dept of Labor	Includes all of Code 10 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

## General Ledger (GL)

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Code	Name	Business Process Description
30	<b>JE Approver/ Poster</b>	<p>Includes all of Code 10 &amp; 20 Add Business Units*</p> <p>Add Agency Business Units, Copy Accounts to Business Unit, Add Accounts to Business Unit, Inactivate Accounts, and Delete Accounts <i>BPO - State Accounting</i></p> <p><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.</p>
31	<b>Department of Labor</b>	<p>Includes Code 30</p> <p>Special Dept of Labor reports included: Reports to be listed at a later date <i>BPO - State Accounting</i></p> <p><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.</p>
33	<b>Game and Parks</b>	<p>Includes Code 30</p> <p>Special Game and Parks reports included: R5509790 General Ledger Detail &amp; R5509796 Account Balance Extract <i>BPO - State Accounting</i></p> <p><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.</p>

## General Ledger (GL)

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Code	Name	Business Process Description
50	<b>State Accounting</b>	Includes all of Code 10, 20 & 30 Business Unit Approval Approve and Post Batches <i>BPO - State Accounting</i> <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 Mgt.
52	<b>State Accounting State Budget Legislative Fiscal office</b>	Statewide Inquiry Includes all of Code 10 Statewide Inquiry Only <i>BPO - State Accounting</i> <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 Approve and Post Batches <i>BPO - State Accounting</i> <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 Mgt.
54	<b>State Accounting</b>	Includes all of Code 10, 20, 30 & 50 Turn On/Off Budget Checking Approve and Post Batches <i>BPO - State Accounting</i> <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 Mgt.
55	<b>State Auditors</b>	Includes all of Code 10 <i>BPO - State Accounting</i> <b>Note:</b> Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access

## Allocations (AL)

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Code	Name	Business Process Description
20	Dept of HHS	Indexed Allocation Setup BPO State Accounting <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 BPO State Accounting <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 BPO State Accounting <b>Note:</b> Transactions are within User's Range of Financial Business Units
50	State Accounting	Includes Code 20, 40, and 42 BPO State Accounting <b>Note:</b> Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access

## Payroll (HR)

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Code	Name	Business Process Description
11	<b>Inquiry and Reporting</b>	Inquiry & Reporting on Payroll functions 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
24	<b>Payroll Only</b>	All Payroll functions (Payroll, Time Entry) 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 <i>BPO - State Accounting</i> <b>NOTE:</b> Use AB14 Will need Execution Control to run pre-payroll
26	<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 <i>BPO - State Accounting</i> <b>NOTE:</b> Use AB10
43	<b>Inquiry and Reporting - Supervisor / Manager Administrator/ Director</b>	Include all of Code 11 and 44 Payroll Inquiry & Reporting Time Entry Manager Self-Service Position Control Inquiry and Reporting Defining Position Control Budgets <i>BPO - State Personnel</i> <b>NOTE:</b> Use AB14
44	<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 or address book look up is needed

## Payroll (HR)

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Code	Name	Business Process Description
50	<b>Statewide Inquiry - State Auditors</b>	Statewide Inquiry/Reporting Employee Pay Totals/Manager Self Service (MSS) Allows History Tracking on data prior to EWC ( Workday ) <i>BPO - State Accounting</i>  <b>NOTE:</b> Use AB52 (Agency 10 ) Use BU Role N000BU0008 if User needs state wide financial access.
51	<b>State Accounting</b>	Includes HR54. Maintain Accounting JE Rules for Accruals / Clearing <i>BPO - State Accounting</i> <b>NOTE:</b> Use AB50 or AB52 Use BU Role N000BU0008 if User needs state wide financial access
54	<b>Statewide Inquiry - Legislative - Fiscal Office State Auditors State Accounting State Budget Employee Relations Retirement</b>	Statewide Inquiry/Reporting/Position Control Employee Pay Totals/Manager Self Service (MSS) <i>BPO - State Accounting</i>  <b>NOTE:</b> Use AB14, AB50, (Agency65 only) AB51, AB55 (Agency65 only), or AB52 (Agency 03, 10, and 65) Use BU Role N000BU0007 or N000BU0008 if User needs state wide financial access. Agency 85 User N000BU0007 or N000BU0010
55	<b>State Personnel Benefits</b>	Statewide - Inquiry/Maintenance/Reporting Classification and Compensation Position Control Inquiry and Reporting Only Benefits Manager Self Service (MSS) <i>BPO - State Personnel</i> <b>NOTE:</b> Use AB14 Use BU Role N000BU0007 or N000BU0008 if User needs state wide financial access
65	<b>State Accounting</b>	Statewide Updating <i>BPO - State Accounting</i> <b>NOTE:</b> Use AB50 and AB51 Use BU Role N000BU0007 or N000BU0008 if User needs state wide financial access

## Grants and Projects (GP)

October 28, 2013

Code	Name	Business Process Description
10	Inquiry	Inquiry on Projects/Grants Print Reports <b>Note:</b> 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 <i>BPO - State Accounting</i> Approval Route may be needed <b>Note:</b> Transactions are within User's Range of Financial Business Units
52	Statewide Inquiry	<b>State Accounting, State Auditor, State Budget Office, Legislative Fiscal Office</b> Inquiry on Projects/Grants Print Reports <i>BPO - State Accounting</i> <b>Note:</b> Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access

## Procurement (PT)

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Code	Name	Business Process Description
08	DHHS Central Warehouse	Inventory Stock Request. Procurement order type ZH ( Warehouse order from inventory) Purchase Order
09	Dept of Corrections Central Warehouse	Order from Inventory  Stock Orders
10	Inquiry Only	Purchase Inquiry Orders Vendor Data Report Printing <b>Note:</b> 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) <i>BPO - State Purchasing Bureau</i> Approval Route may be needed <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 GL20 or 30 access
25	Dept of Corrections Staff & Management	Purchasing Entry - Staff/Mgt A/C/D  Receiving - Inquiry Only  Approve Purchase Orders Revise Purchase Documents Can Not Print Purchase Orders Run Reports. All Order Inquiry Approval Route may be needed <i>BPO - State Purchasing Bureau</i>

## Procurement (PT)

October 28, 2013

Code	Name	Business Process Description
26	Dept of Corrections Position IDs ONLY, Needs Statewide Access	Includes Code 25  Print Purchase Orders OH Functions BPO - State Purchasing Bureau Approval Route may be needed <b>Note:</b> Assign BU0006 to Position ID
30	Buyer Level - Agency	Includes Code 20 Purchase Order Generation Release Orders from Contract Generate Contracts <i>BPO - State Purchasing Bureau</i> Procurement Training Required. Approval Route may be needed <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 GL20 or 30 access
31	Buyer Level - Agency Approval Routing	Includes Code 30 Approval Level Revisions and Route Codes Search <b>Note:</b> Transactions are within User's Range of Financial Business Units <i>BPO - State Purchasing Bureau</i> 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 GL20 or 30 access
40	Dept of Corrections- Buyer - level	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 <i>BPO - State Purchasing Bureau</i> Approval Route may be needed <b>Note:</b> Transactions are within User's Range of Financial Business Units
41	Dept of Corrections- Buyer level Approval Routing	Includes Code 31 Only for DCS buyers buying for CSI or the DCS Central Warehouse Approval Level Revisions and Route Codes Search Access menu: Dist and Mfg- CSI ,inventory,mfg,purchase,sales order price management and CSI Dist Accounting <i>BPO - State Purchasing Bureau</i> Approval Route may be needed <b>Note:</b> Transactions are within User's Range of Financial Business Units

## Procurement (PT)

October 28, 2013

Code	Name	Business Process Description
50	<b>Support Level - State Purchasing Only</b>	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 and Periodic Functions All Purchasing Setup Can see all reports ran by all Users in Submitted Jobs. <i>BPO - State Purchasing Bureau</i> Approval Route may be needed <b>Note:</b> Use BU Role N000BU0006 or N000BU0016. User Must Have AB12
51	<b>Manager Level - State Purchasing Only</b>	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 <i>BPO - State Purchasing Bureau</i> Approval Route may be needed <b>Note:</b> Use BU Role N000BU0006 To Create Receipt Batches, User must also be set up in Batch Management as Preparer. Related Approver / Poster must also have GL20 or 30 access
52	<b>Statewide Inquiry</b>	<b>State Auditor, State Budget Office, Legislative Fiscal Office, State Accounting</b> <i>BPO - State Purchasing Bureau</i> <b>Note:</b> Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access
62	<b>AS OCIO-Comm.</b>	<b>Position ID's</b> - for Office of OCIO with tasks related to the Purchasing AS-OCIO Comm menus <i>BPO - State Purchasing Bureau</i>
63	<b>AS OCIO - IT</b>	<b>Position ID's</b> - Buyer for Office of OCIO with tasks related to the Purchasing AS- OCIO IT menus <i>BPO - State Purchasing Bureau</i>
64	<b>DAS TSB</b>	Position ID's - Buyer for AS-Material-TSB with tasks related to the Purchasing TSB Menus <i>BPO - State Purchasing Bureau</i>

## Inventory (IV)

October 28, 2013

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 <i>BPO - State Purchasing Bureau</i> <b>Note:</b> Transactions within User's Range of Business Units
21	Dept of Corrections	Stock Inventory Management Non-Stock Inventory Management Item Branch PDM - Staff/Mgmt Inquiry Only Inventory Transaction, Inventory Counts - Staff/Mgmt Inquiry Only <i>BPO - State Purchasing Bureau</i> <b>Note:</b> BU Role Depends on Shop Location of User
30	INVCOUNTER	Includes all of Code 20 Enter Counts <i>BPO - State Purchasing Bureau</i> <b>Note:</b> Transactions within User's Range of Business Units
31	Dept of Corrections	Stock Inventory Management Non-Stock Inventory Management Item Branch PDM - Staff/Mgmt Inquiry Only Inventory Transaction, Inventory Counts - Staff/Mgmt Add Only <i>BPO - State Purchasing Bureau</i> <b>Note:</b> BU Role Depends on Shop Location of User

## Inventory (IV)

October 28, 2013

Code	Name	Business Process Description
35	Dept of Corrections	Includes all of Code IV31 Access to CSI License Plate Processing menu <i>BPO - State Purchasing Bureau</i> <b>Note:</b> BU Role Depends on Shop Location of User
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 <i>BPO - State Purchasing Bureau</i> <b>Note:</b> Transactions within User's Range of Business Units
41	Dept of Corrections	Stock Inventory Management Non-Stock Inventory Management Item Branch, PDM View Only Inventory Batch Inventory Transaction - Staff/Mgmt Add Only Inventory Counts - Add/Change/Delete/Run Update Manufacturing Accounting and Standard Costs <i>BPO - State Purchasing Bureau</i> <b>Note:</b> BU Role Depends on User Access Level
45	Administrative Services, Dept of Corrections	Stock Inventory Management (Add Only) Non-Stock Inventory Management (Add/Change/Delete) Item Branch (Add/Change/Delete) PDM (Add/Change/Delete) Inventory Transaction, Inventory Counts - Staff/Mgmt Inquiry Only Inventory Training Required Master Lease - State Accounting Function Only <i>BPO - State Purchasing Bureau</i> <i>Includes Manufacturing and Distribution File Browser</i> <b>Note:</b> BU Role Depends on User Access Level

## Inventory (IV)

October 28, 2013

Code	Name	Business Process Description
50	<b>INVSUPERUSER AS - Materiel</b>	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 <i>BPO - State Purchasing Bureau</i> <b>Note:</b> Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access
51	<b>INVCOORDINATOR State Purchasing Only</b>	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 <i>BPO - State Purchasing Bureau</i> <b>Note:</b> Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access
52	<b>Statewide Inquiry</b>	State Auditor, State Budget Office, Legislative Fiscal Office, State Accounting <i>BPO - State Purchasing Bureau</i> <b>Note:</b> Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access

## Budget (BD)

October 28, 2013

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) <i>BPO - State Accounting</i> <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 GL20 or 30 access
23	<b>Department of Labor Only</b>	Includes all of Code 30 Plus R5509683C- Department of Labor Budget Status Report R5509786A -Subledger Budget Status Detail Report R5509786B -Subledger Budget Status Summary Report R5509786C- Subledger Budget Summary of Categories Report P5509786 - Maintain Labor Object Groups Report <i>BPO - State Accounting</i> <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 GL20 or 30 access
24	<b>Department of Labor Only</b>	Includes all of Code 10 Labor Budget Status - Subledger, Summary, Summary of - Reports <i>BPO - State Accounting</i> <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 GL20 or 30 access

## Budget (BD)

October 28, 2013

Code	Name	Business Process Description
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) <i>BPO - State Accounting</i> <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) <i>BPO - State Accounting</i> <b>Note:</b> Use BU Role N000BU0006 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 GL20 or 30 access
51	<b>Statewide Budget Inquiries &amp; Reports</b>  <b>\State Auditors &amp; State Accounting</b>	Inquiries and/or reporting capabilities for budget monitoring (All Ledger Types) <i>BPO - State Accounting</i> <b>Note:</b> Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access
52	<b>Statewide Budget - Legislative Fiscal Office</b>	Inquiries and/or reporting capabilities for budget monitoring and budget preparation (All Ledger Types) <i>BPO - State Accounting</i> <b>Note:</b> Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access

## Fixed Assets (FA)

October 28, 2013

Code	Name	Business Process Description
10	<b>Inquiry</b>	<p>Inquiry Fixed Assets and Reports  <i>User can not have both FA and CM</i>  <b>Note:</b> Transactions are within User's Range of Financial Business Units</p>
15	<b>FA Physical Count</b>	<p>Agency User recording with a hand held scanner ( no Menus )  <i>BPO - State Purchasing Bureau</i>  <i>User can not have both FA and CM</i>                      Agency BU Role is required  <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 Surplus Property.</p>
20	<b>Agency FA Assistant</b>	<p>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.  <i>BPO - AS Surplus Property.</i>  <i>User can not have both FA and CM</i>  <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 GL20 or 30 access</p>

## Fixed Assets (FA)

October 28, 2013

Code	Name	Business Process Description
30	<b>Primary FA Person</b> (in most cases, one per agency)	<p>Includes all of Code 10 and 20</p> <p>Work With Transactions</p> <ul style="list-style-type: none"> <li>Dispose of an Asset Through Surplus Process</li> <li>Dispose of Asset Through Surplus or Sale (initiate)</li> <li>Dispose of Asset Through Destruction (initiate)</li> </ul> <p>Change Equipment Status</p> <p>Other Fixed Asset Transactions</p> <ul style="list-style-type: none"> <li>Compute Depreciation at an Agency</li> <li>Change Depreciation at an Agency</li> </ul> <p>Fixed Asset Training Required</p> <p>Conduct Physical Inventory using Handheld Scanner. Barcode Scanner Login is available through AS Materiel Division, Surplus Property.</p> <p><i>BPO - AS Surplus Property.</i></p> <p><i>User can not have both FA and CM</i></p> <p><b>Note:</b> Transactions are within User's Range of Financial Business Units</p> <ul style="list-style-type: none"> <li>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 GL20 or 30 access</li> </ul>
50	<b>State Accounting</b>	<p>Includes all of Code 10, 20, 30 and 52</p> <p>Work With Transactions</p> <ul style="list-style-type: none"> <li>Dispose of an Asset Through Surplus Process</li> <li>Dispose of Asset Through Surplus or Sale (complete)</li> <li>Dispose of Asset Through Destruction (complete)</li> </ul> <p><i>BPO - AS Surplus Property.</i></p> <p><i>User can not have both FA and CM</i></p> <p><b>Note:</b> Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access</p> <ul style="list-style-type: none"> <li>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 GL20 or 30 access</li> </ul>
52	<b>Materiel Division and State Building Division</b>	<p>Includes Code 10</p> <p>Work With Transactions</p> <ul style="list-style-type: none"> <li>Dispose of an Asset Through Surplus Process</li> <li>Dispose of Asset Through Surplus or Sale (complete)</li> <li>Dispose of Asset Through Destruction (complete)</li> </ul> <p>Statewide Inquiry/Reporting</p> <p><i>BPO - AS Surplus Property.</i></p> <p><i>User can not have both FA and CM</i></p> <p><b>Note:</b> Use BU Role N000BU0006 or N000BU0016</p>
55	<b>Statewide Inquiry</b>	<p>Statewide Inquiry/Reporting</p> <p>State Auditors, Budget Office, and Legislative Fiscal Office</p> <p><i>BPO - AS Surplus Property.</i></p> <p><i>User can not have both FA and CM</i></p> <p><b>Note:</b> Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access</p>

## Capital Asset Management (CM)

October 28, 2013

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 <i>BPO - State Building Division and Transportation Service Bureau</i> Note: User can not have both FA and CM</p>
11	AS 309 Task Force	<p>Inquiry <i>BPO - State Building Division</i></p>
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 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. <i>BPO - State Building Division</i> <b>Note:</b> Use FA00, User can not have both FA and CM Agency 23 uses N000BU2301 Agency 25 uses N000BU2501 or N000BU6527 Agency 46 uses N000BU4625, or N000BU4627 Agency 65 uses N000BU6501, N000BU6508, N000BU6519, N000BU6558 or N000BU6559</p>
21	Agency CAM Assistant  (Building Maintenance)	<p><b>Functionality the same as CM20 without access to Fixed Asset Menus</b> <b>Building Maintenance</b></p> <p>On-line Inquiries Inquire/Change an Equipment Master 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. <i>BPO - State Building Division</i> <b>Note:</b> Use FA00, User can not have both FA and CM Capital Assets Within User's Range of Financial Business Units</p>
25	CM - TSB	

## Capital Asset Management (CM)

October 28, 2013

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. <i>BPO - State Building Division</i> <b>Note:</b> Use FA00, User can not have both FA and CM Agency 23 uses N000BU2301 Agency 25 uses N000BU2501 or N000BU6527 Agency 46 uses N000BU4625, or N000BU4627 Agency 65 uses N000BU6501, N000BU6508, N000BU6519, 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 <i>BPO - State Building Division</i> <b>Note:</b> Use FA00, User can not have both FA and CM
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. <i>BPO - State TSB</i> <b>Note:</b> Use FA00, User can not have both FA and CM Agency 23 uses N000BU2301 Agency 25 uses N000BU2501 or N000BU6527 Agency 46 uses N000BU4625, or N000BU4627 Agency 65 uses N000BU6501, N000BU6508, N000BU6519, N000BU6558 or N000BU6559

## Capital Asset Management (CM)

October 28, 2013

Code	Name	Business Process Description
51	TSB	<p><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  <i>BPO - State TSB</i>                      Agency 65 uses N000BU6501, N000BU6508, N000BU6519, N000BU6558 or N000BU6559  <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</p>
52	State Building	<p><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  <i>BPO - State Building Division</i>  <b>Note:</b> Use FA00, User can not have both FA and CM                      Use BU Role N000BU0006 or N000BU6519</p>
55	State Auditor	<p><b>Inquiry</b> (includes all of Code CM10)  <b>Statewide Inquiry/Reporting</b> (includes FA55)  <i>BPO - State Building Division</i>  <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</p>

## Interface (FT)

October 28, 2013

AG#	AG No & Name	FT Code	MENU Description	Interface ID	AB#	View Job Status	Batch Mgt	Secure	App/ Post	Batch Type
5	05 Supreme Court	06	Account Receivable/Invoice	PD00502A	556246	✓	Yes	✓	N/A	Financial Voucher
12	12 State Treasurer	12	Bank Reconciliation	PD01259A	579692	✓	No	N/A	N/A	
13	13 Department of Education	11	Disability Determination Services	PDEDU02A	572960	✓	Yes	✓	✓	Financial Voucher
		13	Education Financial Vouchers for Aid Payments Systems	PDEDU02B	572961	✓	Yes	✓	✓	Financial Voucher
		13	Education Financial Vouchers for Aid Payments Systems	PDEDU02D	572963	✓	Yes	✓	✓	Financial Voucher
		13	Education Financial Vouchers for Aid Payments Systems	PDEDU02E	572964	✓	Yes	✓	✓	Financial Voucher
		13	Education Financial Vouchers for Aid Payments Systems	PDEDU02F	572965	✓	Yes	✓	✓	Financial Voucher
		13	Education Financial Vouchers for Aid Payments Systems	PDEDU02G	572966	✓	Yes	✓	✓	Financial Voucher
		13	Education Financial Vouchers for Aid Payments Systems	PDEDU02H	572967	✓	Yes	✓	✓	Financial Voucher
		13	Education Financial Vouchers for Aid Payments Systems	PDEDU02I	572968	✓	Yes	✓	✓	Financial Voucher
		13	Education Financial Vouchers for Aid Payments Systems	PDEDU02J	572969	✓	Yes	✓	✓	Financial Voucher
		13	Education Financial Vouchers for Aid Payments Systems	PDEDU02K	572970	✓	Yes	✓	✓	Financial Voucher
		13	Education Financial Vouchers for Aid Payments Systems	PDEDU02L	572971	✓	Yes	✓	✓	Financial Voucher
		13	Education Financial Vouchers for Aid Payments Systems	PDEDU02M	572972	✓	Yes	✓	✓	Financial Voucher
		15	Education Vocational Rehab	PDEDU02C	572962	✓	Yes	✓	✓	Financial Voucher
14	14 Public Service Commission	14	Public Service Commission	PD01403A	590800	✓	Yes	✓	N/A	AB & Financial Voucher

## Interface (FT)

October 28, 2013

AG#	AG No & Name	FT Code	MENU Description	Interface ID	AB#	View Job Status	Batch Mgt	Secure	App/ Post	Batch Type
16	16 Department of Revenue	10	Lottery - manual payments	No User Id		✓	Yes	✓		7
		16	Financial Volume Voucher for Corp. Income Tax / Address Book	PDCTX02A	572974	✓	Yes	✓	✓	AB & Financial Voucher
		16	Financial Volume Vouchers for Fiduciary Income Tax / Address Book	PDFIT02A	572975	✓	Yes	✓	✓	AB & Financial Voucher
		16	Financial Volume Vouchers for Individual Income Tax / Address Book	PDII02A	572976	✓	Yes	✓	✓	AB & Financial Voucher
		16	Financial Volume Vouchers for Sales Tax Refunds / Address Book	PDSTR02A	572977	✓	Yes	✓	✓	AB & Financial Voucher
		16	Revenue Payment Log Access	PDNIS59A	573014	✓	No	N/A	N/A	
23	23 Department of Labor - DOL	17	DOL New Hire Feedback File	PD02307A	608690	N/A	No	N/A	N/A	
		17	Payroll Extract for Labor	PD02309A	573028	N/A	No	N/A	N/A	
24	24 Department of Motor Vehicles	24	Financial Voucher for Motor Carrier tax refunds and SSRS	PDDMV02A	572979	✓	Yes	✓	N/A	Financial Voucher
25	25 Health & Humun Services	18	Financial JE - Child Support Payments	PDCSE01A	572981	✓	Yes	✓	✓	Journal Entry
		19	Financial JE from Medicaid	PDMCP01A	572983	✓	Yes	✓	✓	JE from Medicaid
		19	HHSS MMIS Volume Vouchers / Address Book	PDMCP02A	572984	✓	Yes	✓	✓	Volume
		20	HHSS CONNECT Interface	PD02602B	556266	✓	Yes	✓	✓	HHSS Connect
		22	HHSS Random Time Study Extract (RMTS)	PD02507A	100811	✓	No	N/A	N/A	
		23	Financial JE - Child Support Payments/ Address Book	PDCSE01A	572981	✓	Yes	✓	✓	Journal Entry
		23	HHSS HEA Volume Vouchers - Daily/ Address Book	PDHEA02A	572982	✓	Yes	✓	✓	Volume JE
		23	Financial JE from Medicaid	PDMCP01A	572983	✓	Yes	✓	✓	JE from Medicaid
		23	HHSS MMIS Volume Vouchers/ Address Book	PDMCP02A	572984	✓	Yes	✓	✓	Volume JE
		23	Financial JE from Nfocus - Daily	PDNFO01A	572985	✓	Yes	✓	✓	N-focuse JE

## Interface (FT)

October 28, 2013

AG#	AG No & Name	FT Code	MENU Description	Interface ID	AB#	View Job Status	Batch Mgt	Secure	App/ Post	Batch Type
		23	Volume Vouchers, N-Focus - Annual/ Address Book	PDNFO02A	572986	✓	Yes	✓	✓	N-focuse JE
		23	HHSS Employee Expenses Reimbursements	PD02602A	572980	✓	Yes	✓	✓	Voucher ERD
		23	HHSS CONNECT Interface	PD02602B	556266	✓	Yes	✓	✓	HHSS Connect
		25	HHSS Phone Book Updates	PD02609A	556267	✓	No	N/A	N/A	
		29	Thomas Fitzgerald Veteran's Home				No	N/A	N/A	
		30	HHSS Labs AR Invoice/IBT billing	PDLAB03A	572978	✓	Yes	✓	N/A	HHSS Lab Invoicing
		32	Western Nebraska Veteran's Home			N/A	No	N/A	N/A	
		33	Grand Island Veteran's Home			N/A	No	N/A	N/A	
		34	Hasting Regional Center / YRTC Geneva & Kearney			N/A	No	N/A	N/A	
		35	Norfolk Regional Center			N/A	No	N/A	N/A	
		36	Beatrice State Development Center			N/A	No	N/A	N/A	
		37	Lincoln Regional Center			N/A	No	N/A	N/A	
		38	HHSS Batch Time Entry Processing			N/A	No	N/A	N/A	
		39	HHSS CAMS Input	PD02659C	1183736	✓	No	N/A	N/A	
		48	HHSS Employee Expenses Reimbursements	PD02602A	572980	✓	Yes	✓	✓	Voucher ERD
		49	HHSS HEA Volume Vouchers - Daily/ Address Book	PDHEA02A	572982	✓	Yes	✓	✓	Volume JE
		49	Financial JE from Medicaid	PDMCP01A	572983	✓	Yes	✓	✓	JE from Medicaid
		49	HHSS MMIS Volume Vouchers/ Address Book	PDMCP02A	572984	✓	Yes	✓	✓	Volume JE
		49	Financial JE from Nfocus - Daily	PDNFO01A	572985	✓	Yes	✓	✓	N-focuse JE
		49	Volume Vouchers, N-Focus - Annual/ Address Book	PDNFO02A	572986	✓	Yes	✓	✓	N-focuse JE

## Interface (FT)

October 28, 2013

AG#	AG No & Name	FT Code	MENU Description	Interface ID	AB#	View Job Status	Batch Mgt	Secure	App/ Post	Batch Type
27	27 Department of Roads	27	Financial Vouchers for Vendor Payments both warrants & EFT	PD02702A	572987	✓	Yes	✓	✓	Financial Voucher
		27	Roads Financial Vouchers for Treasurer's Payments	PD02702B	575611	✓	Yes	✓	N/A	Financial Voucher
		27	Financial AR IBT for State Gas System - SGS	PD02703A	572988	✓	Yes	✓	N/A	SGS Billing
		27	Financial AR IBT Roads Fed Receipts, Invoices and IBTs	PD02703B	573013	✓	Yes	✓	N/A	IBT billing
		27	Roads PDS Time Entry	PD02707A	572989	✓	No	N/A	N/A	
		27	Roads PDS HR Employee Info (Feedback)	PD02707B	577250	✓	No	N/A	N/A	
		27	Roads Phone Book Updates, Employee Info	PD02709A	556269	✓	No	N/A	N/A	
		27	Roads Purchase Orders	PD02743A	1284976	✓	Yes	✓	N/A	Purchase Order
		27	Roads Purchase Orders	PD02743B	400451	✓	Yes	✓	✓	Purchase Order
		28	Roads PDS Time Entry	PD02707A	572989	✓	No	N/A	N/A	
		28	Roads PDS HR Employee Info (Feedback)	PD02707B	577250	✓	No	N/A	N/A	
		28	Roads Phone Book Updates, Employee Info	PD02709A	556269	✓	No	N/A	N/A	
		97	Roads PDS Time Entry	PD02707A	572989	✓	No	N/A	N/A	
		97	Roads PDS HR Employee Info (Feedback)	PD02707B	577250	✓	No	N/A	N/A	
		97	Roads Phone Book Updates, Employee Info	PD02709A	556269	✓	No	N/A	N/A	
46	46 Department of Corrections	40	OCC/CCCO/NCYF			N/A	No	N/A	N/A	
		41	Tecumseh State Correctional Institute			N/A	No	N/A	N/A	
		42	Nebraska State Penitentiary			N/A	No	N/A	N/A	
		43	Nebraska's Correctional Center for Women			N/A	No	N/A	N/A	
		44	Lincoln Correctional Center/DEC			N/A	No	N/A	N/A	
		45	CSI Work Order / Sales Order Interface VRIMS DLP	PD04641A	573017	✓				Work Order
		46	DCS Batch Time Entry Processing			N/A	No	N/A	N/A	
			Corrections Kronos Outbound employee info	PD04607B	137837	✓	No	N/A	N/A	
47	47 Educational Telecomm.	47	NETV Outbound employee info (Feedback)	PD04707A	556271	✓	No	N/A	N/A	

## Interface (FT)

October 28, 2013

AG#	AG No & Name	FT Code	MENU Description	Interface ID	AB#	View Job Status	Batch Mgt	Secure	App/ Post	Batch Type
50	50 State Colleges	50	State Colleges Journal Entry	PD05001A	5110825	✓	Yes	✓	N/A	Journal Entry
		50	State Colleges Monthly Payroll Journal Entry	PD05001B	5110820	✓	Yes	✓	✓	Journal Entry
		50	State Colleges Regular Vouchers/ Address Book	PD05002A	5110824	✓	Yes	✓	N/A	Regular Voucher
		50	State Colleges Payroll Volume Vouchers - Monthly/ Address Book	PD05002B	5110811	✓	Yes	✓	N/A	Volume Voucher
		50	State College AR IBT and EFT receipt billing	PD05003A	5110826	✓	Yes	✓	N/A	AR
51	51 University of Nebraska	51	State Colleges Journal Entry	PD05001A	5110825	✓	Yes	✓	N/A	Journal Entry
		51	State Colleges Monthly Payroll Journal Entry	PD05001B	5110820	✓	Yes	✓	✓	Journal Entry
		51	State Colleges Regular Vouchers/ Address Book	PD05002A	5110824	✓	Yes	✓	N/A	Regular Voucher
		51	State Colleges Payroll Volume Vouchers - Monthly/ Address Book	PD05002B	5110811	✓	Yes	✓	N/A	Volume Voucher
		51	State College AR IBT and EFT receipt billing	PD05003A	5110826	✓	Yes	✓	N/A	AR
		51	University Journal Entry	PD05101A	572995	✓	Yes	✓	✓	Journal Entry
		51	University Monthly Payroll Journal Entry	PD05101B	572996	✓	Yes	✓	✓	Journal Entry
		51	University Regular Voucher / Address Book	PD05102A	572997	✓	Yes	✓	N/A	Regular Voucher
		51	University Payroll Volume Vouchers - Monthly/ Address	PD05102B	572998	✓	Yes	✓	N/A	Volume Voucher
		51	University AR IBT and EFT receipt billing	PD05103A	572999	✓	Yes	✓	N/A	AR Billing
		52	University Journal Entry	PD05101A	572995	✓	Yes	✓	✓	Journal Entry
		52	University Monthly Payroll Journal Entry	PD05101B	572996	✓	Yes	✓	✓	Journal Entry
		52	University Regular Voucher / Address Book	PD05102A	572997	✓	Yes	✓	N/A	Regular Voucher
		52	University Payroll Volume Vouchers - Monthly/ Address Book	PD05102B	572998	✓	Yes	✓	N/A	Volume Voucher
		52	University AR IBT and EFT receipt billing	PD05103A	572999	✓	Yes	✓	N/A	AR Billing

## Interface (FT)

October 28, 2013

AG#	AG No & Name	FT Code	MENU Description	Interface ID	AB#	View Job Status	Batch Mgt	Secure	App/ Post	Batch Type
64	State Patrol		CRISCOMM - extract of emergency information	PD06407A	579579	N/A	No	N/A	N/A	Emerg. Info.
65	Administrative Services		Workday PICO data to E1	PD65EWCA	573059	N/A	No	N/A	N/A	Emp. HR data
		05	AS-Material Division-Print Shop	PD65441A	580144	✓	No	N/A	N/A	
		60	Communication Service for Billing	PD65603A	573007	✓	Yes	✓	N/A	
		60	DOC Phone Interface for WEB	PD65609A	556268	✓	No	N/A	N/A	
		61	AS-Building Division	PD65403A	573002	✓	No	N/A	N/A	
		61	AS-Building Division	PD65408A	580142	✓	No	N/A	N/A	
		64	Accounting Purchase Card Financial Voucher	PD65202A	573002	✓	Yes	✓	N/A	Financial Voucher
		64	Cashflow Daily Extract Interface	PD65209A	573015	✓	No	N/A	N/A	
		64	Treasurer ACH/EFT Electronic Funds Transfer	PD65259B	579759	N/A	No	N/A	N/A	
		64	AS-Federal Grant Reporting Extract	PD65259G	1163043	N/A	No	N/A	N/A	
		64	IMServices billing for fixed assets interface	PD65708A	580143	N/A	No	N/A	N/A	
		64	DAS Materiel Office Depot Purchase Orders	PD65543A	573621	N/A	No	N/A	N/A	
		64	Materiel IBT/Invoice billing for Print Shop	PD65503B	573005	N/A	No	N/A	N/A	
		64	DAS Materiel Vendor Purchase Orders	PD65559C	1247339	N/A	No	N/A	N/A	
		64	IMServices NIKU Time Entry	PD06507A	573623	✓	No	N/A	N/A	
		64	IMServices AR Invoice/IBT PAC Billings	PD65703A	573008	✓	Yes	✓	N/A	IB voucher
64	IMServices GL PAC Billings	PD65701A	573022	N/A	Yes	✓	N/A			

## Interface (FT)

October 28, 2013

AG#	AG No & Name	FT Code	MENU Description	Interface ID	AB#	View Job Status	Batch Mgt	Secure	App/ Post	Batch Type
		64	Lotus Notes Phone Email	PD65709A	573019	✓	No	N/A	N/A	
		64	Active Directory Extract	PD65709B	573024	✓	No	N/A	N/A	
		64	NDS Extract	PD65759A	1318564	✓	No	N/A	N/A	
		64	Ameritas Dental Services	PD06508A	585708	N/A	No	N/A	N/A	
		64	Personnel Requisitions to NOL Applicant System	PD65807A	869962	N/A	No	N/A	N/A	
		64	Personnel Requisitions to NOL Applicant System	PD65807B	869963	N/A	No	N/A	N/A	
		64	TSB billing to agencies for vehicle usage from VIS system	PD65003A	573009	N/A	No	N/A	N/A	
		64	Transportation Service Bureau	PD65008A	580140	N/A	No	N/A	N/A	
		65	Interface Master- AS Developers need N000BU0008			N/A	No	N/A	N/A	
85	85 Retirement Board	85	Retirement Benefits Voucher / Address Book	PD08502A	573010	✓	Yes	✓	N/A	
		85	Retirement Refunds Voucher	PD08502B	573011	✓	Yes	✓	N/A	
		85	Retirement HR Contributions Feedback to Ameritas	PD08508A	579727	N/A	No	N/A	N/A	

## Manufacturing (MG)

October 28, 2013

Code	Name	Business Process Description
11	Accounts Payable User	View Only Access to Printing Requisition for use by Agency Accounting Areas. Agency BU Role Required.
25	Dept of Corrections	WO Entry & Trans - Staff/Mgmt Inquiry only
31	Administrative Services Print Shop	Include 30 access Custom Print Shop Requisitions. Work Order cost Schedule, Batch UBE create SO/WO Print Shop Requisitions, Print shop Item Cross Reference
40	Dept of Corrections	WO Entry & Trans - Staff/Mgmt A/C/D. Role SC40 need to add to perform full access of MG40 <b>Note:</b> Use MP30
52	Statewide Inquiry	State Auditor. Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access

## Manufacturing Planning (MP)

October 28, 2013

Code	Name	Business Process Description
25	Dept of Corrections	Planning - Staff/Mgmt Inquiry only
30	Dept of Corrections	Planning - Mgmt A/C/D <b>Note:</b> Use MG40

## Price Management (PM)

October 28, 2013

Code	Name	Business Process Description
10	Dept of Corrections	Base Price/Adv Price - Staff/Mgmt Inquire Only
30	Dept of Corrections / State Purchasing	Base Price/Adv Price - Staff/Mgmt A/C/D

## Sales Order (SO)

October 28, 2013

Code	Name	Business Process Description
10	Dept of Corrections Inquiry Only	Sales Order Entry - Inquire Only Sales Order Holds - Inquire Only Transfer Order - Add
20	Dept of Corrections CSI	Sales Order Entry - Staff Sales Order Holds - Inquire Only
21	Dept of Corrections Warehouse	Sales Order Entry - Staff. Need MN01 for Menus Sales Order Holds - Staff
30	Dept of Corrections CSI	Sales Order Entry - Staff/Mgmt Sales Order Holds - Inquire Only Includes Manufacturing and Distribution File Browser
31	Dept of Corrections Warehouse	Sales Order Entry - Mgmt. Need MN01 for Menus Sales Order Holds - Mgmt
35	Dept of Corrections / State Purchasing	Sales Order Entry - Staff  Sales Order Holds - Staff EDI Functionality
52	Statewide Inquiry	State Auditor Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access

## Warehouse (WH)

October 28, 2013

Code	Name	Business Process Description
20	Dept of Corrections Staff	Shipping/Receipt Routing - Staff Add Only Need PT25 to See Application Under Menus
25	Administrative Services Print Shop Dept of Corrections Mgmt	Shipping/Receipt Routing - Mgmt A/C/D
50	Access to Warehouse Menu	Menu Access Only Application Security through other Roles To Create Receipt Batches, User must also be set up in Batch Management as Preparer. Related Approver / Poster must also have GL30 access

## Pre-Audit (PA)

October 28, 2013

Code	Name	Business Process Description
99	Agency Certified Pre-Auditors	Agency staff performing pre-audit of transactions- must be Certified by State Accounting <i>BPO - State Accounting</i>

## Authorized Agent (AA)

October 28, 2013

Code	Name	Business Process Description
10	Inquiry only	View User Authorization Table View Batch Management
20	Authorized Agents	Initiate Role Requests for Users Inquire on Role Request Audit View User Authorization Table View Batch Management - HR Users or as needed View Authorized Agent Master This role can only be granted if the Agency Director or his/her designee notifies us by email of the request.
30	Business Process Owners	Approve Role Requests for Users Inquire on Role Request Audit View User Authorization Table View Batch Management - HR Users or as needed View Authorized Agent Master This role can only be granted with the approval of the AS Division Administrator.

## File Browser

October 28, 2013

Code	Name	Business Process Description
01	AS ACCOUNTING	Allows access to data tables using File Browsers BPO State Accounting
02	DCS DIST & MFG	Allows access to data tables using File Browsers BPO State Purchasing
03	MFG ACCOUNTING	Allows access to data tables using File Browsers BPO State Accounting
05	AS AUDIT	Allows access to data tables using File Browsers BPO State Accounting
06	AS BENEFITS	Allows access to data tables using File Browsers BPO State Accounting
07	AS MATERIEL HELP DESK	Allows access to data tables using File Browsers BPO State Purchasing
08	STATE AUDITOR	Allows access to data tables using File Browsers BPO State Accounting
09	CUSTOM TIME ENTRY	Allows access to File Browser Employee Transaction History BPO State Accounting
10	Dept of Labor	Allows access to data tables using File Browsers BPO State Accounting
11	Agency Finance	Allows access to data tables using File Browsers BPO State Accounting

**System Code (SC)**

October 28, 2013

BPO - State Accounting

<b>Code</b>	<b>Name</b>	<b>Business Process Description</b>
<b>05</b>	<b>Dept of Corrections -Detail Worker</b>	Maintains relationship between Agency thin clients and the EnterpriseOne system
<b>10</b>	<b>Dept of Corrections</b>	View Submitted Jobs for TC User ID's Only
<b>39</b>	<b>Dept of Corrections</b>	CSI Printer selection
<b>40</b>	<b>Dept of Corrections</b>	Printer Selection with No menus added
<b>41</b>	<b>State Purchasing</b>	Buyer for Print shop Operations. Item Master Revisions
<b>55</b>	<b>State Accounting</b>	Printer Selection and REMOVE BUSINESS OBJECT RESERVATION
<b>56</b>	<b>State Accounting</b>	Includes SC55. and Purge, Rebuild, Repost of the F43199 Purchasing Ledger File.
<b>70</b>	<b>State Auditor</b>	View of SECURITY WORKBENCH
<b>81</b>	<b>OCIO Help Desk</b>	This code is for OCIO Help Desk use only

## Menu ( MN )

October 28, 2013

<b>Code</b>	<b>Name</b>	<b>Business Process Description</b>
<b>01</b>	<b>Corrections Sales &amp; Mfg.</b>	Adds menus under Procurement for Sales and Mfg.
<b>02</b>	<b>AS Central Finance</b>	Allowing access to continue Fiscal Year end accounts payable with matching for Procurement menus
<b>03</b>	<b>Administrative Services</b>	Grant access to Master Lease menu
<b>04</b>	<b>Supreme Court</b>	Add/Change Supreme Court Service Charges, Receipt and Run Receipt Report