



Segregation of Duties Policy

A joint policy with Procurement Services, the Comptroller General's Office and the Human Resources Division.

POLICY

SEGREGATION OF DUTIES (SOD)

OVERVIEW

The South Carolina Enterprise Information System (SCEIS) application is an implementation of the SAP Enterprise Resource Planning, SAP Human Capital Management systems, and related software modules and interfaces for use by the Agencies of the State of South Carolina. The SCEIS team is in place to support the deployment, operation, and maintenance of the SCEIS applications. The SCEIS staff is comprised of functional and technical analysts who support SCEIS.

SCEIS security and initial role assignment are position based, meaning that the roles required to perform specific tasks and transactions are tied to a position rather than to an individual. As such, stringent review of the roles tied to a position should be performed periodically, specifically during the hiring process, to ensure that appropriate system access is assigned and maintained. Such review should be mandatory as agency personnel and responsibilities change. In addition, to facilitate a standardized approach, each agency should create and maintain written, internal procedures governing the periodic review of role assignments. If the review reveals role conflicts, the agency should reassign roles and responsibilities or initiate appropriate checks and balances to minimize the inherent risks if segregation of duties is not maintained.

Each module within SCEIS has defined roles for which there are role conflicts. Two of the appendices to this document contain a current breakdown by area of the roles and tasks that, if assigned to the same individual, could present a potential for fraud to be perpetuated. An additional appendix provides a summary of the methods available for identifying role assignments. The appendices to this document are as follows:

- *Appendix A, Role Conflicts* - provides a concise list of roles by module that have conflicting roles.
- *Appendix B, Detailed Role Conflict Descriptions/Tasks* - provides the more specific breakdown of each role, the conflicting roles, and the associated tasks.
- *Appendix C, Finding Roles Attached to Positions* - provides a summary of the methods available for identifying role assignments.

Each agency's management is responsible for ensuring that the appropriate segregation of roles and responsibilities is adhered to in the system. The SCEIS staff developed this policy as an aid for the agencies to follow when requesting security roles for staff that perform transactional tasks in SCEIS. This policy aims to guide agencies so that conflicting roles are not assigned to the same individual and duties are appropriately segregated.

PURPOSE

The purpose of this policy is to describe guidelines that agencies should follow to ensure proper separation of tasks within each agency. This policy is a reference for judging the acceptability or incompatibility of business functions being performed by a single person within the agency.

Segregation of duties separates roles and responsibilities to ensure that an individual cannot process a transaction from initiation through reporting without the involvement of others, thereby reducing the risk of fraud or error. Adequate segregation of duties reduces the likelihood that

errors (intentional or unintentional) will remain undetected by providing for separate execution of tasks by different individuals at various stages of a transaction and for independent reviews of the work performed.

This policy primarily addresses the handling of roles and responsibilities in SCEIS, but many of the same principles may be applied to business processes performed outside of the system. It is incumbent upon each agency to ensure that appropriate review and assignment of system access be considered in light of the potential for fraudulent activity.

GUIDELINES

The fundamental premise of segregation of duties is that no one person be able to control or perform all key aspects of a business transaction or process. Segregation of duties is an important control activity that helps detect errors in a timely manner and deters improper activities. In determining the appropriate assignment of roles, Management should consider the following:

- Have at least two people involved within each process/sub-process
- Have two people involved in certain controls (i.e. at times a single control may be split into activities which have been assigned to different individuals, for example, preparation and review of a bank reconciliation)

The following categories of duties or responsibilities, although not all encompassing, are considered incompatible and must be separated:

- Initiating a transaction and approving the same transaction
- Updating vendor/employee records and approving financial transactions related to that vendor/employee
- Processing transactions and granting access authorization to systems/applications.

To this end, the SCEIS Team has implemented a process through which agencies designate a person or persons in the agency authorized to request role additions, deletions, and changes. These individuals, called Data Owners, are responsible for communicating appropriately within the agency to ensure proper system access based on an employee's job duties. To leverage control and accountability within the agency, Data Owners should hold upper to senior management positions.

EXCEPTIONS

Smaller agencies often find it impractical to have meaningful segregation of duties due to limited staff among which duties can be assigned. In these instances, it is necessary for the agency to establish mitigating controls, which should be documented and followed.

In these situations, direct management involvement provides a strong deterrent to conflicting activities. Examples of such involvement include:

- Rotation of duties among personnel
- Increased, hands-on supervision
- Enforced vacations
- Having a manager perform one aspect of the transaction (e.g. making the bank deposits, approving invoices, etc.)

- Active review by management of financial data and reports (e.g., reconciliations, voucher status report, appropriation status reports)
- A detailed management review of activities involving finances, inventory, and other assets should be required as a compensating control activity.

Appendix A

Role Conflicts

Finance

FI Roles	
Role name	Role conflict(s)
AP Roles	
ALL AP ROLES	ALL AR ROLES PROJECT ACCOUNTANT PROJECT MANAGER
AP CLERK	CENTRAL GOODS RECEIPTER BUYER
AP SUPERVISOR	CENTRAL GOODS RECEIPTER BUYER
AP LEAD	CENTRAL GOODS RECEIPTER BUYER
AP BACKUP (workflow)	CENTRAL GOODS RECEIPTER BUYER
AR Roles	
ALL AR ROLES	ALL AP ROLES PROJECT ACCOUNTANT PROJECT MANAGER
AR RECEIPT CASH	AR INVOICING AR REVERSE DOCUMENT AR CUSTOMER MASTER REQUEST --AGENCY-- AR BANK DEPOSIT
AR CUSTOMER MASTER REQUEST -AGENCY-	AR INVOICING AR BANK DEPOSIT AR RECEIPT CASH
AR BANK DEPOSIT	AR INVOICING AR REVERSE DOCUMENT AR CUSTOMER MASTER REQUEST --AGENCY-- AR RECEIPT CASH
AR INVOICING	AR RECEIPT CASH AR BANK DEPOSIT AR REVERSE DOCUMENT AR CUSTOMER MASTER REQUEST --AGENCY--
AR REVERSE DOCUMENT	AR INVOICING AR BANK DEPOSIT AR CUSTOMER MASTER REQUEST --AGENCY-- AR RECEIPT CASH
AR LEAD - WORKFLOW	AR BACKUP - WORKFLOW
AR BACKUP - WORKFLOW	AR LEAD - WORKFLOW
ASSET ROLES	
ASSET CUSTODIAN	CENTRAL GOODS RECEIPTER
ASSET ACCOUNTANT	BUYER CENTRAL GOODS RECEIPTER

FI Roles	
Role name	Role conflict(s)
ASSET ACCOUNTANT	In this composite role, a user can create master data and dispose of assets. The control for this is that a turn-in document is used to turn the asset over to Surplus Property. Therefore, the custody and accounting for this asset are not performed by the same person.
ASSET MANAGER	BUYER CENTRAL GOODS RECEIPTER
ASSET MANAGER	In this composite role, a user can create master data and dispose of assets. The control for this is that a turn-in document is used to turn the asset over to Surplus Property. Therefore, the custody and accounting for this asset are not performed by the same person.
CO ROLES	
CO COST ANALYST	CO COST MANAGER
FUNDS MANAGEMENT ROLES	
FUNDS RESERVATION APPROVER WITH WORKFLOW	FUNDS RESERVATIONS - CREATE/CHANGE (WITHOUT WORKFLOW) FUNDS RESERVATIONS - CREATE/CHANGE (WITH WORKFLOW) FUNDS RESERVATIONS - CREATE/CHANGE (WITH WORKFLOW)-EXCEPTION- ROLE CAN BE ASSIGNED ONLY IF ACTING AS THE BACKUP FOR ANOTHER USER WHO IS THE PRIMARY INITIATOR
FUNDS RESERVATION - CREATE/CHANGE (WITHOUT WORKFLOW)	FUNDS RESERVATIONS - CREATE/CHANGE (WITH WORKFLOW) FM FUNDS RESERVATION APPROVER WITH WORKFLOW
FUNDS RESERVATION - CREATE/CHANGE (WITH WORKFLOW)	FM FUNDS RESERVATION APPROVER WITH WORKFLOW FUNDS RESERVATIONS - CREATE/CHANGE (WITHOUT WORKFLOW)
AGENCY BUDGET ANALYST	AGENCY BUDGET MANAGER
GL ROLES	
GL SUPERVISOR (workflow)	GL BACKUP (WORKFLOW)
GL BACKUP (workflow)	GL SUPERVISOR (workflow)
JOURNAL ENTRY CLERK	JOURNAL ENTRY SUPERVISOR

FI Roles	
Role name	Role conflict(s)
GRANT ROLES	
AGENCY PROGRAM MANAGER	AGENCY GM ADMIN
PROJECT SYSTEM ROLES	
PROJECT ACCOUNTANT	BUYER PROJECT MANAGER THIS ROLE SHOULD NOT BE ASSIGNED AR AND/OR AP PROCESSING ROLES.
PROJECT MANAGER	BUYER THIS ROLE SHOULD NOT BE ASSIGNED AR AND/OR AP PROCESSING ROLES.
PROJECT DISPLAY AND REPORTING	THIS ROLE SHOULD NOT BE ASSIGNED AR AND/OR AP PROCESSING ROLES.

Materials Management	
Role name	Role conflict(s)
INVENTORY ISSUER	INVENTORY ADJUSTER
INVENTORY ADJUSTER	INVENTORY ISSUER
BUYER	SHOPPING CART CREATOR SHOPPING CART APPROVER AP CLERK AP SUPERVISOR AP LEAD AP BACKUP (WORKFLOW) ASSET ACCOUNTANT ASSET MANAGER PROJECT ACCOUNTANT PROJECT MANAGER
SHOPPING CART CREATOR	BUYER SHOPPING CART APPROVER
SHOPPING CART APPROVER	BUYER SHOPPING CART CREATOR
CENTRAL GOODS RECEIPTER	AP CLERK AP SUPERVISOR AP LEAD AP BACKUP (WORKFLOW) ASSET ACCOUNTANT ASSET MANAGER

HR/Payroll	
Role name	Role conflict(s)
HR MASTER DATA MAINTAINER	AGENCY PAYROLL ADMIN
DUAL EMPLOYMENT ADMIN	AGENCY PAYROLL ADMIN
COMPENSATION MAINTAINER ECC	AGENCY PAYROLL ADMIN
TRAVEL ASSISTANT	ROLE SHOULD BE CENTRALIZED AT EACH AGENCY AND RESTRICTED IN ITS USE
AGENCY PAYROLL ADMIN	HR MASTER DATA MAINTAINER

Appendix B

Detailed Role Conflict Descriptions/Tasks

Finance Roles, Tasks, and Conflicts

Accounts Payable

Role	Tasks	Conflicting Role	Tasks
ALL AP ROLES		ALL AR ROLES PROJECT ACCOUNTANT PROJECT MANAGER	
AP CLERK	<p>Ability to display list of invoice documents and invoice overview selection criteria.</p> <p>Communicate with vendors in auditing vendor statements and resolving discrepancies.</p> <p>Create and verify purchase Order (PO) and Non-PO related invoices within the SAP Business Suite.</p> <p>Display and verify purchasing documents</p> <p>Display and verify vendors from vendor master file</p> <p>Display common AP transactions</p> <p>Display due data analysis for any open items concerning payments</p> <p>Display vendor details</p> <p>Display vendor information, i.e. account balances, contact information, status of unpaid invoices, etc.</p> <p>Display vendor payment information including check information</p> <p>Evaluate invoices and determine whether to manually block or park if there is a need</p> <p>Park invoices and Save as Complete to workflow to approvers</p> <p>Validate vendor submitted invoices in the SAP Business Suite.</p> <p>Verify prices and items listed on invoices to the original purchase order.</p>	CENTRAL GOODS RECIPTER	<p>Cancel Goods receipt</p> <p>Change Goods receipt document</p> <p>Create and verify Goods receipt</p> <p>Display and verify vendors from vendor master file</p> <p>Display goods receipt document</p> <p>Display purchase order</p>
AP CLERK	<p>Ability to display list of invoice documents and invoice overview selection criteria.</p> <p>Communicate with vendors in auditing vendor statements and resolving discrepancies.</p> <p>Create and verify purchase Order (PO) and Non-PO related invoices within the SAP Business Suite.</p> <p>Display and verify purchasing documents</p> <p>Display and verify vendors from vendor master file</p> <p>Display common AP transactions</p> <p>Display due data analysis for any open items concerning payments</p> <p>Display vendor details</p> <p>Display vendor information, i.e. account balances, contact information, status of unpaid invoices, etc.</p> <p>Display vendor payment information including check information</p> <p>Evaluate invoices and determine whether to manually block or park if there is a need</p> <p>Park invoices and Save as Complete to workflow to approvers</p> <p>Validate vendor submitted invoices in the SAP Business Suite.</p>	BUYER	<p>Change purchase order</p> <p>Change shopping cart</p> <p>Create purchase order</p> <p>Display purchase order</p> <p>Display shopping cart</p> <p>Display vendor master file</p> <p>Print purchase order</p> <p>Run relevant reports</p>

Role	Tasks	Conflicting Role	Tasks
	Verify prices and items listed on invoices to the original purchase order.		
AP SUPERVISOR	<p>Ability to display list of invoice documents and invoice overview selection criteria</p> <p>Communicate with vendors in auditing vendor statements and resolving discrepancies</p> <p>Create and verify purchase Order (PO) and Non-PO related invoices</p> <p>Display and verify purchasing documents</p> <p>Display and verify vendors from vendor master file</p> <p>Display common AP transactions</p> <p>Display due data analysis for any open items concerning payments</p> <p>Display vendor details</p> <p>Display vendor information, i.e. account balances, contact information, status of unpaid invoices, etc.</p> <p>Display vendor payment information including check information</p> <p>Evaluate invoices and determine whether to manually block or park if there is a need</p> <p>Park invoices and Save as Complete to workflow to approvers</p> <p>Reversal of several documents at one time</p> <p>Review documents necessary for reversal prior to executing process</p> <p>Validate vendor submitted invoices</p> <p>Verify prices and items listed on invoices to the original purchase order.</p>	CENTRAL GOODS RECEIPTER	<p>Cancel Goods receipt</p> <p>Change Goods receipt document</p> <p>Create and verify Goods receipt</p> <p>Display and verify vendors from vendor master file</p> <p>Display goods receipt document</p> <p>Display purchase order</p>
AP SUPERVISOR	<p>Ability to display list of invoice documents and invoice overview selection criteria</p> <p>Communicate with vendors in auditing vendor statements and resolving discrepancies</p> <p>Create and verify purchase Order (PO) and Non-PO related invoices</p> <p>Display and verify purchasing documents</p> <p>Display and verify vendors from vendor master file</p> <p>Display common AP transactions</p> <p>Display due data analysis for any open items concerning payments</p> <p>Display vendor details</p> <p>Display vendor information, i.e. account balances, contact information, status of unpaid invoices, etc.</p> <p>Display vendor payment information including check information</p> <p>Evaluate invoices and determine whether to manually block or park if there is a need</p> <p>Park invoices and Save as Complete to workflow to approvers</p> <p>Reversal of several documents at one time</p> <p>Review documents necessary for reversal prior to executing process</p> <p>Validate vendor submitted invoices</p> <p>Verify prices and items listed on invoices to the original purchase order.</p>	BUYER	<p>Change purchase order</p> <p>Change shopping cart</p> <p>Create purchase order</p> <p>Display purchase order</p> <p>Display shopping cart</p> <p>Display vendor master file</p> <p>Print purchase order</p> <p>Run relevant reports</p>
AP LEAD	Ability to display list of invoice documents and invoice overview selection criteria	CENTRAL GOODS	<p>Cancel Goods receipt</p> <p>Change Goods receipt document</p>

Role	Tasks	Conflicting Role	Tasks
(WORKFLOW)	<p>Communicate with vendors in auditing vendor statements and resolving discrepancies</p> <p>Create and verify purchase Order (PO) and Non-PO related invoices</p> <p>Display and verify purchasing documents</p> <p>Display and verify vendors from vendor master file</p> <p>Display common AP transactions</p> <p>Display due data analysis for any open items concerning payments</p> <p>Display vendor details</p> <p>Display vendor information, i.e. account balances, contact information, status of unpaid invoices, etc</p> <p>Display vendor payment information including check information</p> <p>Evaluate invoices and determine whether to manually block or park if there is a need</p> <p>Park invoices and Save as Complete to workflow to approvers</p> <p>Reversal of several documents at one time</p> <p>Review documents necessary for reversal prior to executing process</p> <p>Validate vendor submitted invoices</p> <p>Verify prices and items listed on invoices to the original purchase order</p>	RECIPTER	<p>Create and verify Goods receipt</p> <p>Display and verify vendors from vendor master file</p> <p>Display goods receipt document</p> <p>Display purchase order</p>
AP LEAD (WORKFLOW)	<p>Ability to display list of invoice documents and invoice overview selection criteria</p> <p>Communicate with vendors in auditing vendor statements and resolving discrepancies</p> <p>Create and verify purchase Order (PO) and Non-PO related invoices</p> <p>Display and verify purchasing documents</p> <p>Display and verify vendors from vendor master file</p> <p>Display common AP transactions</p> <p>Display due data analysis for any open items concerning payments</p> <p>Display vendor details</p> <p>Display vendor information, i.e. account balances, contact information, status of unpaid invoices, etc</p> <p>Display vendor payment information including check information</p> <p>Evaluate invoices and determine whether to manually block or park if there is a need</p> <p>Park invoices and Save as Complete to workflow to approvers</p> <p>Reversal of several documents at one time</p> <p>Review documents necessary for reversal prior to executing process</p> <p>Validate vendor submitted invoices</p> <p>Verify prices and items listed on invoices to the original purchase order</p>	BUYER	<p>Change purchase order</p> <p>Change shopping cart</p> <p>Create purchase order</p> <p>Display purchase order</p> <p>Display shopping cart</p> <p>Display vendor master file</p> <p>Print purchase order</p> <p>Run relevant reports</p>
AP BACKUP (WORKFLOW)	<p>Ability to display list of invoice documents and invoice overview selection criteria</p> <p>Communicate with vendors in auditing vendor statements and resolving discrepancies</p> <p>Create and verify purchase Order (PO) and Non-PO related invoices</p> <p>Display and verify purchasing documents</p> <p>Display and verify vendors from vendor master</p>	CENTRAL GOODS RECIPTER	<p>Cancel Goods receipt</p> <p>Change Goods receipt document</p> <p>Create and verify Goods receipt</p> <p>Display and verify vendors from vendor master file</p> <p>Display goods receipt document</p> <p>Display purchase order</p>

Role	Tasks	Conflicting Role	Tasks
	<ul style="list-style-type: none"> file Display common AP transactions Display due data analysis for any open items concerning payments Display vendor details Display vendor information, i.e. account balances, contact information, status of unpaid invoices, etc. Display vendor payment information including check information Evaluate invoices and determine whether to manually block or park if there is a need Park invoices and Save as Complete to workflow to approvers Reversal of several documents at one time Review documents necessary for reversal prior to executing process Validate vendor submitted invoices Verify prices and items listed on invoices to the original purchase order 		
AP BACKUP (WORKFLOW)	<ul style="list-style-type: none"> Ability to display list of invoice documents and invoice overview selection criteria Communicate with vendors in auditing vendor statements and resolving discrepancies Create and verify purchase Order (PO) and Non-PO related invoices Display and verify purchasing documents Display and verify vendors from vendor master file Display common AP transactions Display due data analysis for any open items concerning payments Display vendor details Display vendor information, i.e. account balances, contact information, status of unpaid invoices, etc. Display vendor payment information including check information Evaluate invoices and determine whether to manually block or park if there is a need Park invoices and Save as Complete to workflow to approvers Reversal of several documents at one time Review documents necessary for reversal prior to executing process Validate vendor submitted invoices Verify prices and items listed on invoices to the original purchase order 	BUYER	<ul style="list-style-type: none"> Change purchase order Change shopping cart Create purchase order Display purchase order Display shopping cart Display vendor master file Print purchase order Run relevant reports

Accounts Receivable

Role	Tasks	Conflicting Role	Tasks
ALL AR ROLES		<ul style="list-style-type: none"> ALL AP ROLES PROJECT ACCOUNTANT PROJECT MANAGER 	

Role	Tasks	Conflicting Role	Tasks
AR RECEIPT CASH	Create and post payments Display common AR transactions Display customer information, i.e. account balances, contact information, status of unpaid invoices, etc Display Customer invoicing and payment information including check information Display Customer Master Records Display due date analysis for any open items concerning payments and receipts Receipt cash payments	AR INVOICING	Approve deposit transactions Clear Customer Clear postings with transfers (deposits) Create and print invoices Delete Parked documents Display common AR transactions Display customer information, i.e. account balances, contact information, status of unpaid invoices, etc Display Customer invoicing and payment information including check information Display Customer Master Records Display due date analysis for any open items concerning payments and receipts Receipt cash payments Reversal of one document at one time Reverse documents posted in error Review documents necessary for reversal prior to executing process
AR RECEIPT CASH	Create and post payments Display common AR transactions Display customer information, i.e. account balances, contact information, status of unpaid invoices, etc Display Customer invoicing and payment information including check information Display Customer Master Records Display due date analysis for any open items concerning payments and receipts Receipt cash payments	AR REVERSE DOCUMENT	Delete Parked documents Display common AR transactions Display customer information, i.e. account balances, contact information, status of unpaid invoices, etc Display Customer invoicing and payment information including check information Display Customer Master Records Display due date analysis for any open items concerning payments and receipts Reverse AR/incoming cash documents
AR RECEIPT CASH	Create and post payments Display common AR transactions Display customer information, i.e. account balances, contact information, status of unpaid invoices, etc Display Customer invoicing and payment information including check information Display Customer Master Records Display due date analysis for any open items concerning payments and receipts Receipt cash payments	AR CUSTOMER MASTER REQUEST - AGENCY	Display common AR transactions Display customer information, i.e. account balances, contact information, status of unpaid invoices, etc Display Customer Master Records Display due date analysis for any open items concerning payments and receipts
AR RECEIPT CASH	Create and post payments Display common AR transactions Display customer information, i.e. account balances, contact information, status of unpaid invoices, etc Display Customer invoicing and payment information including check information Display Customer Master Records Display due date analysis for any open items concerning payments and receipts	AR BANK DEPOSIT	Clear Customer Clear postings with transfers (deposits) Display common AR transactions Display customer information, i.e. account balances, contact information, status of unpaid invoices, etc Display Customer invoicing and payment information including

Role	Tasks	Conflicting Role	Tasks
	Receipt cash payments		check information Display Customer Master Records Display due date analysis for any open items concerning payments and receipts Receipt cash payments
AR CUSTOMER MASTER REQUEST - AGENCY	Display common AR transactions Display customer information, i.e. account balances, contact information, status of unpaid invoices, etc Display Customer Master Records Display due date analysis for any open items concerning payments and receipts	AR INVOICING	Approve deposit transactions Clear Customer Clear postings with transfers (deposits) Create and print invoices Delete Parked documents Display common AR transactions Display customer information, i.e. account balances, contact information, status of unpaid invoices, etc Display Customer invoicing and payment information including check information Display Customer Master Records Display due date analysis for any open items concerning payments and receipts Receipt cash payments Reversal of one document at one time Reverse documents posted in error Review documents necessary for reversal prior to executing process
AR CUSTOMER MASTER REQUEST - AGENCY	Display common AR transactions Display customer information, i.e. account balances, contact information, status of unpaid invoices, etc Display Customer Master Records Display due date analysis for any open items concerning payments and receipts	AR BANK DEPOSIT	Clear Customer Clear postings with transfers (deposits) Display common AR transactions Display customer information, i.e. account balances, contact information, status of unpaid invoices, etc Display Customer invoicing and payment information including check information Display Customer Master Records Display due date analysis for any open items concerning payments and receipts Receipt cash payments
AR CUSTOMER MASTER REQUEST - AGENCY	Display common AR transactions Display customer information, i.e. account balances, contact information, status of unpaid invoices, etc Display Customer Master Records Display due date analysis for any open items concerning payments and receipts	AR RECEIPT CASH	Create and post payments Display common AR transactions Display customer information, i.e. account balances, contact information, status of unpaid invoices, etc Display Customer invoicing and payment information including check information Display Customer Master Records Display due date analysis for any open items concerning payments and receipts Receipt cash payments

Role	Tasks	Conflicting Role	Tasks
AR BANK DEPOSIT	<p>Clear Customer</p> <p>Clear postings with transfers (deposits)</p> <p>Display common AR transactions</p> <p>Display customer information, i.e. account balances, contact information, status of unpaid invoices, etc</p> <p>Display Customer invoicing and payment information including check information</p> <p>Display Customer Master Records</p> <p>Display due date analysis for any open items concerning payments and receipts</p> <p>Receipt cash payments</p>	AR INVOICING	<p>Approve deposit transactions</p> <p>Clear Customer</p> <p>Clear postings with transfers (deposits)</p> <p>Create and print invoices</p> <p>Delete Parked documents</p> <p>Display common AR transactions</p> <p>Display customer information, i.e. account balances, contact information, status of unpaid invoices, etc</p> <p>Display Customer invoicing and payment information including check information</p> <p>Display Customer Master Records</p> <p>Display due date analysis for any open items concerning payments and receipts</p> <p>Receipt cash payments</p> <p>Reversal of one document at one time</p> <p>Reverse documents posted in error</p> <p>Review documents necessary for reversal prior to executing process</p>
AR BANK DEPOSIT	<p>Clear Customer</p> <p>Clear postings with transfers (deposits)</p> <p>Display common AR transactions</p> <p>Display customer information, i.e. account balances, contact information, status of unpaid invoices, etc</p> <p>Display Customer invoicing and payment information including check information</p> <p>Display Customer Master Records</p> <p>Display due date analysis for any open items concerning payments and receipts</p> <p>Receipt cash payments</p>	AR REVERSE DOCUMENT	<p>Delete Parked documents</p> <p>Display common AR transactions</p> <p>Display customer information, i.e. account balances, contact information, status of unpaid invoices, etc</p> <p>Display Customer invoicing and payment information including check information</p> <p>Display Customer Master Records</p> <p>Display due date analysis for any open items concerning payments and receipts</p> <p>Reverse AR/incoming cash documents</p>
AR BANK DEPOSIT	<p>Clear Customer</p> <p>Clear postings with transfers (deposits)</p> <p>Display common AR transactions</p> <p>Display customer information, i.e. account balances, contact information, status of unpaid invoices, etc</p> <p>Display Customer invoicing and payment information including check information</p> <p>Display Customer Master Records</p> <p>Display due date analysis for any open items concerning payments and receipts</p> <p>Receipt cash payments</p>	AR CUSTOMER MASTER REQUEST - AGENCY	<p>Display common AR transactions</p> <p>Display customer information, i.e. account balances, contact information, status of unpaid invoices, etc</p> <p>Display Customer Master Records</p> <p>Display due date analysis for any open items concerning payments and receipts</p>
AR BANK DEPOSIT	<p>Clear Customer</p> <p>Clear postings with transfers (deposits)</p> <p>Display common AR transactions</p> <p>Display customer information, i.e. account balances, contact information, status of unpaid invoices, etc</p> <p>Display Customer invoicing and payment information including check information</p> <p>Display Customer Master Records</p>	AR RECEIPT CASH	<p>Create and post payments</p> <p>Display common AR transactions</p> <p>Display customer information, i.e. account balances, contact information, status of unpaid invoices, etc</p> <p>Display Customer invoicing and payment information including check information</p>

Role	Tasks	Conflicting Role	Tasks
	<p>Display due date analysis for any open items concerning payments and receipts</p> <p>Receipt cash payments</p>		<p>Display Customer Master Records</p> <p>Display due date analysis for any open items concerning payments and receipts</p> <p>Receipt cash payments</p>
AR INVOICING	<p>Approve deposit transactions</p> <p>Clear Customer</p> <p>Clear postings with transfers (deposits)</p> <p>Create and print invoices</p> <p>Delete Parked documents</p> <p>Display common AR transactions</p> <p>Display customer information, i.e. account balances, contact information, status of unpaid invoices, etc</p> <p>Display Customer invoicing and payment information including check information</p> <p>Display Customer Master Records</p> <p>Display due date analysis for any open items concerning payments and receipts</p> <p>Receipt cash payments</p> <p>Reversal of one document at one time</p> <p>Reverse documents posted in error</p> <p>Review documents necessary for reversal prior to executing process</p>	AR REVERSE DOCUMENT	<p>Delete Parked documents</p> <p>Display common AR transactions</p> <p>Display customer information, i.e. account balances, contact information, status of unpaid invoices, etc</p> <p>Display Customer invoicing and payment information including check information</p> <p>Display Customer Master Records</p> <p>Display due date analysis for any open items concerning payments and receipts</p> <p>Reverse AR/incoming cash documents</p>
AR INVOICING	<p>Approve deposit transactions</p> <p>Clear Customer</p> <p>Clear postings with transfers (deposits)</p> <p>Create and print invoices</p> <p>Delete Parked documents</p> <p>Display common AR transactions</p> <p>Display customer information, i.e. account balances, contact information, status of unpaid invoices, etc</p> <p>Display Customer invoicing and payment information including check information</p> <p>Display Customer Master Records</p> <p>Display due date analysis for any open items concerning payments and receipts</p> <p>Receipt cash payments</p> <p>Reversal of one document at one time</p> <p>Reverse documents posted in error</p> <p>Review documents necessary for reversal prior to executing process</p>	AR CUSTOMER MASTER REQUEST - AGENCY	<p>Display common AR transactions</p> <p>Display customer information, i.e. account balances, contact information, status of unpaid invoices, etc</p> <p>Display Customer Master Records</p> <p>Display due date analysis for any open items concerning payments and receipts</p>
AR INVOICING	<p>Approve deposit transactions</p> <p>Clear Customer</p> <p>Clear postings with transfers (deposits)</p> <p>Create and print invoices</p> <p>Delete Parked documents</p> <p>Display common AR transactions</p> <p>Display customer information, i.e. account balances, contact information, status of unpaid invoices, etc</p> <p>Display Customer invoicing and payment information including check information</p> <p>Display Customer Master Records</p> <p>Display due date analysis for any open items concerning payments and receipts</p> <p>Receipt cash payments</p> <p>Reversal of one document at one time</p> <p>Reverse documents posted in error</p>	AR RECEIPT CASH	<p>Create and post payments</p> <p>Display common AR transactions</p> <p>Display customer information, i.e. account balances, contact information, status of unpaid invoices, etc</p> <p>Display Customer invoicing and payment information including check information</p> <p>Display Customer Master Records</p> <p>Display due date analysis for any open items concerning payments and receipts</p> <p>Receipt cash payments</p>

Role	Tasks	Conflicting Role	Tasks
	Review documents necessary for reversal prior to executing process		
AR INVOICING	Approve deposit transactions Clear Customer Clear postings with transfers (deposits) Create and print invoices Delete Parked documents Display common AR transactions Display customer information, i.e. account balances, contact information, status of unpaid invoices, etc Display Customer invoicing and payment information including check information Display Customer Master Records Display due date analysis for any open items concerning payments and receipts Receipt cash payments Reversal of one document at one time Reverse documents posted in error Review documents necessary for reversal prior to executing process	AR BANK DEPOSIT	Clear Customer Clear postings with transfers (deposits) Display common AR transactions Display customer information, i.e. account balances, contact information, status of unpaid invoices, etc Display Customer invoicing and payment information including check information Display Customer Master Records Display due date analysis for any open items concerning payments and receipts Receipt cash payments
AR REVERSE DOCUMENT	Delete Parked documents Display common AR transactions Display customer information, i.e. account balances, contact information, status of unpaid invoices, etc Display Customer invoicing and payment information including check information Display Customer Master Records Display due date analysis for any open items concerning payments and receipts Reverse AR/incoming cash documents	AR CUSTOMER MASTER REQUEST - AGENCY	Display common AR transactions Display customer information, i.e. account balances, contact information, status of unpaid invoices, etc Display Customer Master Records Display due date analysis for any open items concerning payments and receipts
AR REVERSE DOCUMENT	Delete Parked documents Display common AR transactions Display customer information, i.e. account balances, contact information, status of unpaid invoices, etc Display Customer invoicing and payment information including check information Display Customer Master Records Display due date analysis for any open items concerning payments and receipts Reverse AR/incoming cash documents	AR RECEIPT CASH	Create and post payments Display common AR transactions Display customer information, i.e. account balances, contact information, status of unpaid invoices, etc Display Customer invoicing and payment information including check information Display Customer Master Records Display due date analysis for any open items concerning payments and receipts Receipt cash payments
AR REVERSE DOCUMENT	Delete Parked documents Display common AR transactions Display customer information, i.e. account balances, contact information, status of unpaid invoices, etc Display Customer invoicing and payment information including check information Display Customer Master Records Display due date analysis for any open items concerning payments and receipts Reverse AR/incoming cash documents	AR BANK DEPOSIT	Clear Customer Clear postings with transfers (deposits) Display common AR transactions Display customer information, i.e. account balances, contact information, status of unpaid invoices, etc Display Customer invoicing and payment information including check information Display Customer Master Records Display due date analysis for any open items concerning payments

Role	Tasks	Conflicting Role	Tasks
			and receipts Receipt cash payments
AR REVERSE DOCUMENT	Delete Parked documents Display common AR transactions Display customer information, i.e. account balances, contact information, status of unpaid invoices, etc Display Customer invoicing and payment information including check information Display Customer Master Records Display due date analysis for any open items concerning payments and receipts Reverse AR/incoming cash documents	AR INVOICING	Approve deposit transactions Clear Customer Clear postings with transfers (deposits) Create and print invoices Delete Parked documents Display common AR transactions Display customer information, i.e. account balances, contact information, status of unpaid invoices, etc Display Customer invoicing and payment information including check information Display Customer Master Records Display due date analysis for any open items concerning payments and receipts Receipt cash payments Reversal of one document at one time Reverse documents posted in error Review documents necessary for reversal prior to executing process
AR LEAD - WORKFLOW	Approve deposit transactions Clear Customer Display common AR transactions Display customer information, i.e. account balances, contact information, status of unpaid invoices, etc Display Customer invoicing and payment information including check information Display Customer Master Records Display due date analysis for any open items concerning payments and receipts. Review documents necessary for reversal prior to executing process	AR LEAD WORKFLOW (BACKUP)	Approve deposit transactions Clear Customer Display common AR transactions Display customer information, i.e. account balances, contact information, status of unpaid invoices, etc Display Customer invoicing and payment information including check information Display Customer Master Records Display due date analysis for any open items concerning payments and receipts. Review documents necessary for reversal prior to executing process
AR LEAD WORKFLOW (BACKUP)	Approve deposit transactions Clear Customer Display common AR transactions Display customer information, i.e. account balances, contact information, status of unpaid invoices, etc Display Customer invoicing and payment information including check information Display Customer Master Records Display due date analysis for any open items concerning payments and receipts. Review documents necessary for reversal prior to executing process	AR LEAD - WORKFLOW	Approve deposit transactions Clear Customer Display common AR transactions Display customer information, i.e. account balances, contact information, status of unpaid invoices, etc Display Customer invoicing and payment information including check information Display Customer Master Records Display due date analysis for any open items concerning payments and receipts. Review documents necessary for reversal prior to executing process

Assets

Role	Tasks	Conflicting Role	Tasks
ASSET CUSTODIAN	Change asset master and asset sub master records, as needed Create asset master records Create asset sub numbers as needed Display asset master records Display changes to asset master records	CENTRAL GOODS RECEIPTER	Cancel Goods receipt Change Goods receipt document Create and verify Goods receipt Display and verify vendors from vendor master file Display goods receipt document Display purchase order
ASSET ACCOUNTANT	Create, change, block, delete, and display asset master records and subnumbers Create transactions to retire, scrap, or sell assets and revalue, transfer and reclassify expensed items that should have been capitalized Display asset documents and execute all asset reports	BUYER	Change contract Change purchase order Change shopping cart Complex bidding Create contract Create purchase order Display contract Display purchase order Display shopping cart Display vendor master file Monitor shopping cart Print purchase order Run relevant reports
ASSET ACCOUNTANT	Create, change, block, delete, and display asset master records and subnumbers Create transactions to retire, scrap, or sell assets and revalue, transfer and reclassify expensed items that should have been capitalized Display asset documents and execute all asset reports	CENTRAL GOODS RECEIPTER	Cancel Goods receipt Change Goods receipt document Create and verify Goods receipt Display and verify vendors from vendor master file Display goods receipt document Display purchase order
ASSET MANAGER	Reversal authorities Change, reverse, and display asset documents Execute all asset reports Create, change, block, delete, and display asset master records and sub numbers Create transactions to retire, scrap, or sell	BUYER	Change contract Change purchase order Change shopping cart Complex bidding Create contract Create purchase order Display contract Display purchase order Display shopping cart Display vendor master file Monitor shopping cart Print purchase order Run relevant reports
ASSET MANAGER	Reversal authorities Change, reverse, and display asset documents Execute all asset reports Create, change, block, delete, and display asset master records and sub numbers Create transactions to retire, scrap, or sell	CENTRAL GOODS RECEIPTER	Cancel Goods receipt Change Goods receipt document Create and verify Goods receipt Display and verify vendors from vendor master file Display goods receipt document Display purchase order

CO

Role	Tasks	Conflicting Role	Tasks
CO COST ANALYST	Create/Change Cost Elements, Cost Centers, Internal Orders, Cost Element Groups, Cost Center Groups, and Internal Order Groups Display and verify purchasing documents	CO COST MANAGER	Create, change, delete, execute and reverse cost allocations Create, change, display, and delete planning data for cost centers, internal orders, and WBS elements

Role	Tasks	Conflicting Role	Tasks
	<p>Display asset master records</p> <p>Display changes to asset master records</p> <p>Display Commitment Items, Commitment Item Hierarchy, Application Tree, Funds Center</p> <p>Display common CO transactions</p> <p>Display cost allocations</p> <p>Display Funded Program, Funds Block, Funds Transfer, Funds Reservations, Fund Groups, and Funded Program Groups</p> <p>Display Funds Center Groups, Commitment Item Groups, Functional Area Groups</p> <p>Display grant and budget reports for analysis and/or review</p> <p>Display grant-related master data such as sponsored class, sponsored program, grant, etc.</p> <p>Display Hierarchy Variant of Funds Centers, Funds, Application of Funds, Entry Document</p> <p>Display planning data for cost centers, internal orders, and WBS elements</p> <p>Display vendor details</p> <p>Effectively communicate/coordinate with agencies concerning report results</p> <p>Execute Reports for CO repostings</p> <p>Execute reports for Cost Elements, Cost Centers, Internal Orders, Cost Element Groups, Cost Center Groups, Internal Order Groups</p> <p>Execute Reports for Settlements/Allocations</p> <p>Execute Settlements</p> <p>Maintain master data related to Cost Elements, Cost Centers, Internal Orders, Cost Element Groups, Cost Center Groups, and Internal Order Groups</p>		<p>Create/Change Cost Elements, Cost Centers, Internal Orders, Cost Element Groups, Cost Center Groups, and Internal Order Groups</p> <p>Display and verify purchasing documents</p> <p>Display changes to asset master records</p> <p>Display Commitment Items, Commitment Item Hierarchy, Application Tree, Funds Center</p> <p>Display common CO transactions</p> <p>Display Funded Program, Funds Block, Funds Transfer, Funds Reservations, Fund Groups, and Funded Program Groups</p> <p>Display Funds Center Groups, Commitment Item Groups, Functional Area Groups</p> <p>Display GL Document Changes</p> <p>Display GL Master Record information</p> <p>Display grant and budget reports for analysis and/or review</p> <p>Display grant-related master data such as sponsored class, sponsored program, grant, etc</p> <p>Display Hierarchy Variant of Funds Centers, Funds, Application of Funds, Entry Document</p> <p>Display vendor details</p> <p>Effectively communicate/coordinate with agencies concerning report results</p> <p>Execute Reports for CO repostings</p> <p>Execute reports for Cost Elements, Cost Centers, Internal Orders, Cost Element, Groups, Cost Center Groups and Internal Order Groups.</p> <p>Execute Reports for Settlements/Allocations.</p> <p>Execute Settlements.</p> <p>Maintain master data related to Cost Elements, Cost Centers, Internal Orders, Cost Element Groups, Cost Center Groups, and Internal Order Groups.</p>

Funds Management

Role	Tasks	Conflicting Role	Tasks
FUNDS RESERVATION APPROVER WITH	<p>Create and/or Change Funds Reservations</p> <p>Display Application of Funds</p> <p>Display Application Tree</p> <p>Display Commitment Item Groups</p>	FUNDS RESERVATION – CREATE/CHANGE	<p>Create and/or Change Funds Reservations</p> <p>Display Application of Funds</p> <p>Display Application Tree</p>

Role	Tasks	Conflicting Role	Tasks
WORKFLOW	Display Commitment Item Hierarchy Display Commitment Items Display Functional Area Groups Display Fund Display Fund Groups Display Funded Program Display Funded Program Groups Display Funds Center Display Funds Center Groups Display Funds Reservations Display Hierarchy Variant of Funds Centers Display Vendor Details Funds Management Reporting	(WITHOUT WORKFLOW)	Display Commitment Item Groups Display Commitment Item Hierarchy Display Commitment Items Display Functional Area Groups Display Fund Display Fund Groups Display Funded Program Display Funded Program Groups Display Funds Center Display Funds Center Groups Display Funds Reservations Display Hierarchy Variant of Funds Centers Display Vendor Details Funds Management Reporting
FUNDS RESERVATION APPROVER WITH WORKFLOW	Create and/or Change Funds Reservations Display Application of Funds Display Application Tree Display Commitment Item Groups Display Commitment Item Hierarchy Display Commitment Items Display Functional Area Groups Display Fund Display Fund Groups Display Funded Program Display Funded Program Groups Display Funds Center Display Funds Center Groups Display Funds Reservations Display Hierarchy Variant of Funds Centers Display Vendor Details Funds Management Reporting	FUNDS RESERVATION - CREATE/CHANGE (WITH WORKFLOW) Exception- role can be assigned only if acting as the backup for another user who is the primary initiator	Create and/or Change Funds Reservations with Workflow Functionality Display Application of Funds Display Application Tree Display Commitment Item Groups Display Commitment Item Hierarchy Display Commitment Items Display Functional Area Groups Display Fund Display Fund Groups Display Funded Program Display Funded Program Groups Display Funds Reservations Display Hierarchy Variant of Funds Centers Display Vendor Details Funds Management Reporting
FUNDS RESERVATION - CREATE/CHANGE (WITHOUT WORKFLOW)	Create and/or Change Funds Reservations Display Application of Funds Display Application Tree Display Commitment Item Groups Display Commitment Item Hierarchy Display Commitment Items Display Functional Area Groups Display Fund Display Fund Groups Display Funded Program Display Funded Program Groups Display Funds Center Display Funds Center Groups Display Funds Reservations Display Hierarchy Variant of Funds Centers Display Vendor Details Funds Management Reporting	FUNDS RESERVATION APPROVER WITH WORKFLOW	Create and/or Change Funds Reservations Display Application of Funds Display Application Tree Display Commitment Item Groups Display Commitment Item Hierarchy Display Commitment Items Display Functional Area Groups Display Fund Display Fund Groups Display Funded Program Display Funded Program Groups Display Funds Center Display Funds Center Groups Display Funds Reservations Display Hierarchy Variant of Funds Centers Display Vendor Details Funds Management Reporting
FUNDS RESERVATION - CREATE/CHANGE (WITHOUT	Create and/or Change Funds Reservations Display Application of Funds Display Application Tree Display Commitment Item Groups Display Commitment Item Hierarchy	FM FUNDS RESERVATION APPROVER WITH WORKFLOW	Create and/or Change Funds Reservations Display Application of Funds Display Application Tree Display Commitment Item Groups

Role	Tasks	Conflicting Role	Tasks
WORKFLOW)	Display Commitment Items Display Functional Area Groups Display Fund Display Fund Groups Display Funded Program Display Funded Program Groups Display Funds Center Display Funds Center Groups Display Funds Reservations Display Hierarchy Variant of Funds Centers Display Vendor Details Funds Management Reporting		Display Commitment Item Hierarchy Display Commitment Items Display Functional Area Groups Display Fund Display Fund Groups Display Funded Program Display Funded Program Groups Display Funds Center Display Funds Center Groups Display Funds Reservations Display Hierarchy Variant of Funds Centers Display Vendor Details Funds Management Reporting
FUNDS RESERVATION CREATE/CHANGE (WITH WORKFLOW)	Create and/or Change Funds Reservations with Workflow Functionality Display Application of Funds Display Application Tree Display Commitment Item Groups Display Commitment Item Hierarchy Display Commitment Items Display Functional Area Groups Display Fund Display Fund Groups Display Funded Program Display Funded Program Groups Display Funds Reservations Display Hierarchy Variant of Funds Centers Display Vendor Details Funds Management Reporting	FUNDS RESERVATION APPROVER WITH WORKFLOW	Create and/or Change Funds Reservations Display Application of Funds Display Application Tree Display Commitment Item Groups Display Commitment Item Hierarchy Display Commitment Items Display Functional Area Groups Display Fund Display Fund Groups Display Funded Program Display Funded Program Groups Display Funds Center Display Funds Center Groups Display Funds Reservations Display Hierarchy Variant of Funds Centers Display Vendor Details Funds Management Reporting
FUNDS RESERVATION CREATE/CHANGE (WITHOUT WORKFLOW)	Create and/or Change Funds Reservations with Workflow Functionality Display Application of Funds Display Application Tree Display Commitment Item Groups Display Commitment Item Hierarchy Display Commitment Items Display Functional Area Groups Display Fund Display Fund Groups Display Funded Program Display Funded Program Groups Display Funds Reservations Display Hierarchy Variant of Funds Centers Display Vendor Details Funds Management Reporting	FUNDS RESERVATIONS - CREATE/CHANGE (without workflow)	Create and/or Change Funds Reservations Display Application of Funds Display Application Tree Display Commitment Item Groups Display Commitment Item Hierarchy Display Commitment Items Display Functional Area Groups Display Fund Display Fund Groups Display Funded Program Display Funded Program Groups Display Funds Center Display Funds Center Groups Display Funds Reservations Display Hierarchy Variant of Funds Centers Display Vendor Details Funds Management Reporting
AGENCY BUDGET ANALYST	Create Budget Transfers Display and verify purchasing documents Display Application of Funds Display Application Tree Display Commitment Item Groups	AGENCY BUDGET MANAGER	Create and change Funds Blocks Create Budget Transfers Create or change Reservations Display and verify purchasing documents

Role	Tasks	Conflicting Role	Tasks
	Display Commitment Item Hierarchy Display Commitment Items Display Entry Document Display Functional Area Groups Display Fund Display Fund Groups Display Funded Program Display Funded Program Groups Display Funds Block Display Funds Center Display Funds Center Groups Display Funds Reservations Display Funds Transfer Display Hierarchy Variant of Funds Centers Display vendor details Funds Management Reporting		Display Application of Funds Display Application Tree Display Commitment Item Groups Display Commitment Item Hierarchy Display Commitment Items Display Entry Document Display Functional Area Groups Display Fund Display Fund Groups Display Funded Program Display Funded Program Groups Display Funds Block Display Funds Center Display Funds Center Groups Display Funds Reservations Display Funds Transfer Display Hierarchy Variant of Funds Centers Display vendor details Funds Management Reporting

GL Roles

Role	Tasks	Conflicting Role	Tasks
GL SUPERVISOR (workflow)	Approving supervisor for Journal Entry Workflowed items	GL BACKUP (WORKFLOW)	Act as approving supervisor for Journal Entry Workflowed items
GL BACKUP (workflow)	Act as approving supervisor for Journal Entry Workflowed items	GL SUPERVISOR (WORKFLOW)	Approving supervisor for Journal Entry Workflowed items
JOURNAL ENTRY CLERK	Analyze various report data to determine if a journal entry is necessary Appropriate reversal methods based on status of the transaction Create journal entries to initially record or to make adjustments/corrections to the general ledger Display Commitment Items Display common GL transactions Display GL Document Changes Display GL Master Record information Park journal entries and Save as Complete to workflow to approvers Review documents necessary for reversal prior to executing process State policies for reversing documents Verify that the correct account assignments have been used to generate the entry	JOURNAL ENTRY SUPERVISOR	Analyze various report data to determine if a journal entry is necessary Appropriate reversal methods based on status of the transaction Create journal entries to initially record or to make adjustments/corrections to the general ledger Display Commitment Items Display common GL transactions Display GL Document Changes Display GL Master Record information Park journal entries and Save as Complete to workflow to approvers Review documents necessary for reversal prior to executing process State policies for reversing documents Verify that the correct account assignments have been used to generate the entry

Grants

Role	Tasks	Conflicting Role	Tasks
AGENCY PROGRAM MANAGER	<p>Confirm authorization objects, if applicable, for respective agencies</p> <p>Confirm GM and FM master data elements and corresponding amounts to be used in the budget document</p> <p>Create grant-related master data such as sponsored program, grant, etc</p> <p>Delete incorrectly entered or obsolete master data</p> <p>Display common GM transactions</p> <p>Display grant and budget reports for analysis and/or review</p> <p>Display grant-related master data such as sponsored class, sponsored program, grant, etc</p> <p>Effectively communicate/coordinate with agencies concerning report results</p> <p>Make any required changes and/or updates to existing grant master data</p> <p>Perform periodic reviews of grant master data indexes to check for duplication</p> <p>Review related FM budget document(s) prior to executing process</p>	AGENCY GM ADMIN	<p>Bill sponsor for allowed reimbursable costs</p> <p>Confirm authorization objects, if applicable, for respective agencies</p> <p>Confirm General Sponsor information</p> <p>Confirm GM and FM master data elements and corresponding amounts to be used in the budget document</p> <p>Confirm GM and FM master data elements and corresponding rates/amounts to be posted</p> <p>Create grant-related master data such as sponsored program, grant, etc</p> <p>Delete incorrectly entered or obsolete master data</p> <p>Display common GM transactions</p> <p>Display Customer Master</p> <p>Display grant and budget reports for analysis and/or review</p> <p>Display grant-related master data such as sponsored class, sponsored program, grant, etc</p> <p>Effectively communicate/coordinate with agencies concerning report results</p> <p>Make any required changes and/or updates to existing grant master data</p> <p>Perform periodic reviews of grant master data indexes to check for duplication</p> <p>Review grant requirements for indirect cost processing</p> <p>Review proposed IDC document prior to execution of this process</p> <p>Review related FM budget document(s) prior to executing process</p> <p>Validate and/or reconcile costs to be billed</p>

Project System Roles

Role	Tasks	Conflicting Role	Tasks
PROJECT ACCOUNTANT	<p>Asset Display</p> <p>Asset Reports related to Projects</p> <p>Change and display cost planning</p> <p>Communicate with respective Project Manager in cost plan or actual cost arising out of FI/MM transactions</p> <p>Project reports</p> <p>Project System reports</p> <p>Purchasing Display related to Projects</p> <p>Verify Project Structures</p>	PROJECT MANAGER	<p>Asset Display</p> <p>Asset Reports related to Projects</p> <p>Change and display cost planning</p> <p>Communicate with respective cost accountants in cost plan or actual cost arising out of FI/MM transactions.</p> <p>Project reports</p> <p>Project System reports</p> <p>Purchasing Display related to</p>

Role	Tasks	Conflicting Role	Tasks
			Projects Verify Project Structures
PROJECT ACCOUNTANT	Asset Display Asset Reports related to Projects Change and display cost planning Communicate with respective Project Manager in cost plan or actual cost arising out of FI/MM transactions Project reports Project System reports Purchasing Display related to Projects Verify Project Structures	BUYER	Change contract Change purchase order Change shopping cart Complex bidding Create contract Create purchase order Display contract Display purchase order Display shopping cart Display vendor master file Monitor shopping cart Print purchase order Run relevant reports
PROJECT ACCOUNTANT	Asset Display Asset Reports related to Projects Change and display cost planning Communicate with respective Project Manager in cost plan or actual cost arising out of FI/MM transactions Project reports Project System reports Purchasing Display related to Projects Verify Project Structures	ALL AR and AP ROLES	
PROJECT MANAGER	Asset Display Asset Reports related to Projects Change and display cost planning Communicate with respective cost accountants in cost plan or actual cost arising out of FI/MM transactions. Project reports Project System reports Purchasing Display related to Projects Verify Project Structures	BUYER	Change contract Change purchase order Change shopping cart Complex bidding Create contract Create purchase order Display contract Display purchase order Display shopping cart Display vendor master file Monitor shopping cart Print purchase order Run relevant reports
PROJECT MANAGER	Asset Display Asset Reports related to Projects Change and display cost planning Communicate with respective cost accountants in cost plan or actual cost arising out of FI/MM transactions. Project reports Project System reports Purchasing Display related to Projects Verify Project Structures	ALL AR and AP ROLES	
PROJECT DISPLAY AND REPORTING	All Project system reports	ALL AR and AP ROLES	

Materials Management Roles, Tasks, and Conflicts

Role	Tasks	Conflicting Role	Tasks
INVENTORY ISSUER	<ul style="list-style-type: none"> Ability to create Physical Inventory Documents Ability to create Physical Inventory reports Ability to create, change, display Batches Ability to create, display, change Reservations Ability to display inventory reports Ability to display Serial Numbers and Serial Number Lists Ability to enter count for Physical Inventory Ability to Issue Materials from Inventory Ability to make changes to goods movement 	INVENTORY ADJUSTER	<ul style="list-style-type: none"> Ability to display and run inventory reports Ability to Issue Materials from Inventory Ability to make price adjustments to inventory on hand Ability to Post Physical Inventory Differences Ability to receive Materials into Inventory
INVENTORY ADJUSTER	<ul style="list-style-type: none"> Ability to display and run inventory reports Ability to Issue Materials from Inventory Ability to make price adjustments to inventory on hand Ability to Post Physical Inventory Differences Ability to receive Materials into Inventory 	INVENTORY ISSUER	<ul style="list-style-type: none"> Ability to create Physical Inventory Documents Ability to create Physical Inventory reports Ability to create, change, display Batches Ability to create, display, change Reservations Ability to display inventory reports Ability to display Serial Numbers and Serial Number Lists Ability to enter count for Physical Inventory Ability to Issue Materials from Inventory Ability to make changes to goods movement
BUYER	<ul style="list-style-type: none"> Change contract Change purchase order Change shopping cart Complex bidding Create contract Create purchase order Display contract Display purchase order Display shopping cart Display vendor master file Monitor shopping cart Print purchase order Run relevant reports 	SHOPPING CART CREATOR	<ul style="list-style-type: none"> Check status Confirm goods Create shopping cart Display shopping cart May also input funding
BUYER	<ul style="list-style-type: none"> Change contract Change purchase order Change shopping cart Complex bidding Create contract Create purchase order Display contract Display purchase order Display shopping cart Display vendor master file Monitor shopping cart Print purchase order Run relevant reports 	SHOPPING CART APPROVER	<ul style="list-style-type: none"> Approve shopping cart Change shopping cart Check status Display shopping cart Reject shopping cart and
BUYER	<ul style="list-style-type: none"> Change contract Change purchase order Change shopping cart 	AP CLERK	<ul style="list-style-type: none"> Ability to display list of invoice documents and invoice overview selection criteria.

Role	Tasks	Conflicting Role	Tasks
	<ul style="list-style-type: none"> Complex bidding Create contract Create purchase order Display contract Display purchase order Display shopping cart Display vendor master file Monitor shopping cart Print purchase order Run relevant reports 		<ul style="list-style-type: none"> Communicate with vendors in auditing vendor statements and resolving discrepancies. Create and verify purchase Order (PO) and Non-PO related invoices within the SAP Business Suite. Display and verify purchasing documents Display and verify vendors from vendor master file Display common AP transactions Display due data analysis for any open items concerning payments Display vendor details Display vendor information, i.e. account balances, contact information, status of unpaid invoices, etc. Display vendor payment information including check information Evaluate invoices and determine whether to manually block or park if there is a need Park invoices and Save as Complete to workflow to approvers Validate vendor submitted invoices in the SAP Business Suite. Verify prices and items listed on invoices to the original purchase order.
BUYER	<ul style="list-style-type: none"> Change contract Change purchase order Change shopping cart Complex bidding Create contract Create purchase order Display contract Display purchase order Display shopping cart Display vendor master file Monitor shopping cart Print purchase order Run relevant reports 	AP SUPERVISOR	<ul style="list-style-type: none"> Ability to display list of invoice documents and invoice overview selection criteria Communicate with vendors in auditing vendor statements and resolving discrepancies Create and verify purchase Order (PO) and Non-PO related invoices Display and verify purchasing documents Display and verify vendors from vendor master file Display common AP transactions Display due data analysis for any open items concerning payments Display vendor details Display vendor information, i.e. account balances, contact information, status of unpaid invoices, etc. Display vendor payment information including check information Evaluate invoices and determine whether to manually block or park if there is a need Park invoices and Save as Complete to workflow to approvers Reversal of several documents at

Role	Tasks	Conflicting Role	Tasks
			one time Review documents necessary for reversal prior to executing process Validate vendor submitted invoices Verify prices and items listed on invoices to the original purchase order.
BUYER	Change contract Change purchase order Change shopping cart Complex bidding Create contract Create purchase order Display contract Display purchase order Display shopping cart Display vendor master file Monitor shopping cart Print purchase order Run relevant reports	AP LEAD (WORKFLOW)	Ability to display list of invoice documents and invoice overview selection criteria Communicate with vendors in auditing vendor statements and resolving discrepancies Create and verify purchase Order (PO) and Non-PO related invoices Display and verify purchasing documents Display and verify vendors from vendor master file Display common AP transactions Display due data analysis for any open items concerning payments Display vendor details Display vendor information, i.e. account balances, contact information, status of unpaid invoices, etc Display vendor payment information including check information Evaluate invoices and determine whether to manually block or park if there is a need Park invoices and Save as Complete to workflow to approvers Reversal of several documents at one time Review documents necessary for reversal prior to executing process Validate vendor submitted invoices Verify prices and items listed on invoices to the original purchase order
BUYER	Change contract Change purchase order Change shopping cart Complex bidding Create contract Create purchase order Display contract Display purchase order Display shopping cart Display vendor master file Monitor shopping cart Print purchase order Run relevant reports	AP BACKUP (WORKFLOW)	Ability to display list of invoice documents and invoice overview selection criteria Communicate with vendors in auditing vendor statements and resolving discrepancies Create and verify purchase Order (PO) and Non-PO related invoices Display and verify purchasing documents Display and verify vendors from vendor master file Display common AP transactions Display due data analysis for any open items concerning payments Display vendor details

Role	Tasks	Conflicting Role	Tasks
			<p>Display vendor information, i.e. account balances, contact information, status of unpaid invoices, etc.</p> <p>Display vendor payment information including check information</p> <p>Evaluate invoices and determine whether to manually block or park if there is a need</p> <p>Park invoices and Save as Complete to workflow to approvers</p> <p>Reversal of several documents at one time</p> <p>Review documents necessary for reversal prior to executing process</p> <p>Validate vendor submitted invoices</p> <p>Verify prices and items listed on invoices to the original purchase order</p>
BUYER	<p>Change contract</p> <p>Change purchase order</p> <p>Change shopping cart</p> <p>Complex bidding</p> <p>Create contract</p> <p>Create purchase order</p> <p>Display contract</p> <p>Display purchase order</p> <p>Display shopping cart</p> <p>Display vendor master file</p> <p>Monitor shopping cart</p> <p>Print purchase order</p> <p>Run relevant reports</p>	ASSET ACCOUNTANT	<p>Create, change, block, delete, and display asset master records and subnumbers</p> <p>Create transactions to retire, scrap, or sell assets and revalue, transfer and reclassify expensed items that should have been capitalized</p> <p>Display asset documents and execute all asset reports</p>
BUYER	<p>Change contract</p> <p>Change purchase order</p> <p>Change shopping cart</p> <p>Complex bidding</p> <p>Create contract</p> <p>Create purchase order</p> <p>Display contract</p> <p>Display purchase order</p> <p>Display shopping cart</p> <p>Display vendor master file</p> <p>Monitor shopping cart</p> <p>Print purchase order</p> <p>Run relevant reports</p>	ASSET MANAGER	<p>Reversal authorities</p> <p>Change, reverse, and display asset documents</p> <p>Execute all asset reports</p> <p>Create, change, block, delete, and display asset master records and sub numbers</p> <p>Create transactions to retire, scrap, or sell</p>
BUYER	<p>Change contract</p> <p>Change purchase order</p> <p>Change shopping cart</p> <p>Complex bidding</p> <p>Create contract</p> <p>Create purchase order</p> <p>Display contract</p> <p>Display purchase order</p> <p>Display shopping cart</p> <p>Display vendor master file</p> <p>Monitor shopping cart</p> <p>Print purchase order</p> <p>Run relevant reports</p>	PROJECT ACCOUNTANT	<p>Asset Display</p> <p>Asset Reports related to Projects</p> <p>Change and display cost planning</p> <p>Communicate with respective Project Manager in cost plan or actual cost arising out of FI/MM transactions</p> <p>Project reports</p> <p>Project System reports</p> <p>Purchasing Display related to Projects</p> <p>Verify Project Structures</p>
BUYER	<p>Change contract</p>	PROJECT	Asset Display

Role	Tasks	Conflicting Role	Tasks
	Change purchase order Change shopping cart Complex bidding Create contract Create purchase order Display contract Display purchase order Display shopping cart Display vendor master file Monitor shopping cart Print purchase order Run relevant reports	MANAGER	Asset Reports related to Projects Change and display cost planning Communicate with respective cost accountants in cost plan or actual cost arising out of FI/MM transactions. Project reports Project System reports Purchasing Display related to Projects Verify Project Structures
SHOPPING CART CREATOR	Create shopping cart Check status Confirm goods Display shopping cart May also input funding	SHOPPING CART APPROVER	Approve Shopping Cart and Change purchase order Change shopping cart Create purchase order Display purchase order Display shopping cart Display vendor master file Print purchase order Run relevant reports
SHOPPING CART CREATOR	Create shopping cart Check status Confirm goods Display shopping cart May also input funding	BUYER	Change contract Change purchase order Change shopping cart Complex bidding Create contract Create purchase order Display contract Display purchase order Display shopping cart Display vendor master file Monitor shopping cart Print purchase order Run relevant reports
SHOPPING CART APPROVER	Approve shopping cart Change shopping cart Check status Display shopping cart Reject shopping cart	SHOPPING CART CREATOR	Create Shopping Cart and Change purchase order Change shopping cart Create purchase order Display purchase order Display shopping cart Display vendor master file Print purchase order Run relevant reports and
SHOPPING CART APPROVER	Approve shopping cart Change shopping cart Check status Display shopping cart Reject shopping cart	BUYER	Change contract Change purchase order Change shopping cart Complex bidding Create contract Create purchase order Display contract Display purchase order Display shopping cart Display vendor master file Monitor shopping cart

Role	Tasks	Conflicting Role	Tasks
			Print purchase order Run relevant reports
CENTRAL GOODS RECEIPTER	Cancel Goods receipt Change Goods receipt document Create and verify Goods receipt Display and verify vendors from vendor master file Display goods receipt document Display purchase order	AP CLERK	Ability to display list of invoice documents and invoice overview selection criteria. Communicate with vendors in auditing vendor statements and resolving discrepancies. Create and verify purchase Order (PO) and Non-PO related invoices within the SAP Business Suite. Display and verify purchasing documents Display and verify vendors from vendor master file Display common AP transactions Display due data analysis for any open items concerning payments Display vendor details Display vendor information, i.e. account balances, contact information, status of unpaid invoices, etc. Display vendor payment information including check information Evaluate invoices and determine whether to manually block or park if there is a need Park invoices and Save as Complete to workflow to approvers Validate vendor submitted invoices in the SAP Business Suite. Verify prices and items listed on invoices to the original purchase order.
CENTRAL GOODS RECEIPTER	Cancel Goods receipt Change Goods receipt document Create and verify Goods receipt Display and verify vendors from vendor master file Display goods receipt document Display purchase order	AP SUPERVISOR	Ability to display list of invoice documents and invoice overview selection criteria Communicate with vendors in auditing vendor statements and resolving discrepancies Create and verify purchase Order (PO) and Non-PO related invoices Display and verify purchasing documents Display and verify vendors from vendor master file Display common AP transactions Display due data analysis for any open items concerning payments Display vendor details Display vendor information, i.e. account balances, contact information, status of unpaid invoices, etc. Display vendor payment information including check information Evaluate invoices and determine

Role	Tasks	Conflicting Role	Tasks
			<p>whether to manually block or park if there is a need Park invoices and Save as Complete to workflow to approvers Reversal of several documents at one time Review documents necessary for reversal prior to executing process Validate vendor submitted invoices Verify prices and items listed on invoices to the original purchase order.</p>
CENTRAL GOODS RECEIPTER	<p>Cancel Goods receipt Change Goods receipt document Create and verify Goods receipt Display and verify vendors from vendor master file Display goods receipt document Display purchase order</p>	AP LEAD (WORKFLOW)	<p>Ability to display list of invoice documents and invoice overview selection criteria Communicate with vendors in auditing vendor statements and resolving discrepancies Create and verify purchase Order (PO) and Non-PO related invoices Display and verify purchasing documents Display and verify vendors from vendor master file Display common AP transactions Display due data analysis for any open items concerning payments Display vendor details Display vendor information, i.e. account balances, contact information, status of unpaid invoices, etc Display vendor payment information including check information Evaluate invoices and determine whether to manually block or park if there is a need Park invoices and Save as Complete to workflow to approvers Reversal of several documents at one time Review documents necessary for reversal prior to executing process Validate vendor submitted invoices Verify prices and items listed on invoices to the original purchase order</p>
CENTRAL GOODS RECEIPTER	<p>Cancel Goods receipt Change Goods receipt document Create and verify Goods receipt Display and verify vendors from vendor master file Display goods receipt document Display purchase order</p>	AP BACKUP (WORKFLOW)	<p>Ability to display list of invoice documents and invoice overview selection criteria Communicate with vendors in auditing vendor statements and resolving discrepancies Create and verify purchase Order (PO) and Non-PO related invoices Display and verify purchasing documents Display and verify vendors from</p>

Role	Tasks	Conflicting Role	Tasks
			vendor master file Display common AP transactions Display due data analysis for any open items concerning payments Display vendor details Display vendor information, i.e. account balances, contact information, status of unpaid invoices, etc. Display vendor payment information including check information Evaluate invoices and determine whether to manually block or park if there is a need Park invoices and Save as Complete to workflow to approvers Reversal of several documents at one time Review documents necessary for reversal prior to executing process Validate vendor submitted invoices Verify prices and items listed on invoices to the original purchase order
CENTRAL GOODS RECEIPTER	Cancel Goods receipt Change Goods receipt document Create and verify Goods receipt Display and verify vendors from vendor master file Display goods receipt document Display purchase order	ASSET ACCOUNTANT	Create, change, block, delete, and display asset master records and subnumbers Create transactions to retire, scrap, or sell assets and revalue, transfer and reclassify expensed items that should have been capitalized Display asset documents and execute all asset reports
CENTRAL GOODS RECEIPTER	Cancel Goods receipt Change Goods receipt document Create and verify Goods receipt Display and verify vendors from vendor master file Display goods receipt document Display purchase order	ASSET MANAGER	Reversal authorities Change, reverse, and display asset documents Execute all asset reports Create, change, block, delete, and display asset master records and sub numbers Create transactions to retire, scrap, or sell

HR/Payroll Roles, Tasks, and Conflicts

Role	Tasks	Conflicting Role	Tasks
HR MASTER DATA MAINTAINER	Ability to generate reports on employee demographics, employee actions, emergency contact and other employment information Maintain employee data associated with workflow actions such as EPMS information Maintain non-workflow data, such as dates for annual leave dates, emergency contacts, objects on loan and addresses.	AGENCY PAYROLL ADMIN	Collect overpayments from employees Communicate with employees regarding payroll issues Display cost distribution on positions Display payroll results and payroll posting Employee W-4 information

Role	Tasks	Conflicting Role	Tasks
			<p>Forward payroll related documentation to CG Central Payroll</p> <p>Labor Distribution Report</p> <p>One-time payments (i.e. bonus, clothing allowance, teacher supplement, employee recognition, incentives)</p> <p>Print remuneration statements for employees</p> <p>Process voluntary deductions (recurring, one-time and agency specific)</p> <p>Review payroll-related reports (i.e. Missing Infotype)</p> <p>Run payroll error resolution</p> <p>Savings bonds</p> <p>Simulation payroll processing for individual employees</p> <p>Submit off-cycle adjustment documentation to CG Central Payroll</p>
<p>DUAL EMPLOYMENT ADMIN</p>	<p>Ability to generate reports required to ensure regulatory compliance or for information</p> <p>Coordinates with the “Secondary” agency to obtain required information to enter into the system to process payment</p> <p>Monitors employee earnings and shares information with the “Secondary” agency to ensure regulatory compliance</p> <p>Serves as the “Primary” agency Dual Employment Administrator</p>	<p>AGENCY PAYROLL ADMIN</p>	<p>Collect overpayments from employees</p> <p>Communicate with employees regarding payroll issues</p> <p>Display cost distribution on positions</p> <p>Display payroll results and payroll posting</p> <p>Employee W-4 information</p> <p>Forward payroll related documentation to CG Central Payroll</p> <p>Labor Distribution Report</p> <p>One-time payments (i.e. bonus, clothing allowance, teacher supplement, employee recognition, incentives)</p> <p>Print remuneration statements for employees</p> <p>Process voluntary deductions (recurring, one-time and agency specific)</p> <p>Review payroll-related reports (i.e. Missing Infotype)</p> <p>Run payroll error resolution</p> <p>Savings bonds</p> <p>Simulation payroll processing for individual employees</p> <p>Submit off-cycle adjustment documentation to CG Central Payroll</p>
<p>COMPENSATION MAINTAINER ECC</p>	<p>Coordinate Office of Human Resources’ approval for actions as required before entering data</p> <p>Monitor and report on salary related matters</p> <p>Update employee’s salary and pay information</p>	<p>AGENCY PAYROLL ADMIN</p>	<p>Collect overpayments from employees</p> <p>Communicate with employees regarding payroll issues</p> <p>Display cost distribution on positions</p> <p>Display payroll results and payroll</p>

Role	Tasks	Conflicting Role	Tasks
			posting Employee W-4 information Forward payroll related documentation to CG Central Payroll Labor Distribution Report One-time payments (i.e. bonus, clothing allowance, teacher supplement, employee recognition, incentives) Print remuneration statements for employees Process voluntary deductions (recurring, one-time and agency specific) Review payroll-related reports (i.e. Missing Infotype) Run payroll error resolution Savings bonds Simulation payroll processing for individual employees Submit off-cycle adjustment documentation to CG Central Payroll
TRAVEL ASSISTANT	Enter travel expenses on the employees' behalf.	ROLE SHOULD BE CENTRALIZED AT EACH AGENCY AND RESTRICTED IN ITS USE	
AGENCY PAYROLL ADMIN	Collect overpayments from employees Communicate with employees regarding payroll issues Display cost distribution on positions Display payroll results and payroll posting Employee W-4 information Forward payroll related documentation to CG Central Payroll Labor Distribution Report One-time payments (i.e. bonus, clothing allowance, teacher supplement, employee recognition, incentives) Print remuneration statements for employees Process voluntary deductions (recurring, one-time and agency specific) Review payroll-related reports (i.e. Missing Infotype) Run payroll error resolution Savings bonds Simulation payroll processing for individual employees Submit off-cycle adjustment documentation to CG Central Payroll	HR MASTER DATA MAINTAINER	Ability to generate reports on employee demographics, employee actions, emergency contact and other employment information Maintain employee data associated with workflow actions such as EPMS information Maintain non-workflow data, such as dates for annual leave dates, emergency contacts, objects on loan and addresses.

Appendix C

Finding Roles Attached to Positions

Overview

There are several ways to determine which roles are assigned to a position. HR personnel who have been assigned the OM Position Control Maintainer, OM Org Chart Maintainer, or OM Display Org Management roles can access this information by executing either the P013 or P013D transaction, depending on which role they have. P013, housed in the OM Position Control Maintainer role, allows an individual to initiate position actions. P013D is a display only transaction and is housed in both the OM Org Chart Maintainer and OM Display Org Management roles.

Other transactions are available to all Finance, Human Resources, Supplier Relationship Management, and Materials Management Data Owners, those individuals authorized to request role additions and deletions via the Online Access Form. Since these individuals might or might not have access to P013 or P013D transactions, they are assigned access to the following transactions during their security setup as a Data Owner:

- zwf_user_roles
- zsec_user_roles_comb
- zsec_unassigned_pos
- zhr_vacant_pos_struc

The remainder of this appendix provides more detailed information regarding these transactions and their use.

Using P013 or P013D

Using either P013 or P013D yields the same information regarding the roles tied to a position. The only difference is that P013 allows the user to initiate position actions while P013D is a display only transaction. As a result, the following information regarding these transactions applies to both.

1. Enter P013 or P013D in the transaction field. The following screen appears:

Display Position

Plan version: Current plan

Position:

Abbr.:

Active | Planned | Submitted | Approved | Rejected

Infotype Name	S...
Object	
Relationships	
Description (1002)	
Department/Staff	
Planned Compensation	
Acct. Assignment Features	
Authorities/Resources	
Work Schedule	
Employee Group/Subgroup	
Obsolete	

Time period

Period

From: 02/15/2013 to: 12/31/9999

Today Current week

All Current month

From curr.date Last week

To current date Last month

Current Year

Select.

2. Enter the position number in the Position field.

Plan version	Current plan
Position	60122222
Abbr.	

3. Highlight the Relationships choice.

Active	Planned	Submitted	App
Infotype Name S...			
Object			
Relationships			

4. Select the Overview option . A list of ECC roles tied to that position displays along with other pertinent position information.

Using the `zwf_user_roles` and `zsec_user_roles_comb` Transactions

If you are a Data Owner, you have access to both the `zwf_user_roles` and the `zsec_user_roles_comb` transactions. The information provided by both is similar, but using the `zsec_user_roles_comb` transaction allows you to display not only the ECC roles, but also the Business Warehouse and Supplier Relationship Management roles.

Using `zwf_user_roles`

1. Enter `zwf_user_roles` in the transaction field. The following screen appears:

 			
Selection Criteria			
Business Area	<input type="text"/>	to	<input type="text"/> 
Role Name	<input type="text"/>	to	<input type="text"/> 
Transaction codes	<input type="text"/>	to	<input type="text"/> 
User Name	<input type="text"/> 	to	<input type="text"/> 
Options			
<input type="checkbox"/> Include transaction codes			

2. Enter your Business Area (Agency Code) and the user name of the person in the position you would like to check. If you want to see all users in the agency, simply enter the Business Area. Put a check in the **Include transaction codes** option to see codes associated with the role. It is better to use this option when you want to see the transactions that a specific user can execute.
3. Click on the execute button  to get your results.

4. The following information appears and can be exported to an Excel spreadsheet.

User ID	Full Name	Business Area	Business Area Text	Position	Position Text	Role Name	Role Text	Count
---------	-----------	---------------	--------------------	----------	---------------	-----------	-----------	-------

Using zsec_user_roles_comb

1. Enter **zsec_user_roles_comb** in the transaction field. The following screen appears:

2. Enter your Business Area (Agency Code) and the user name of the person in the position you would like to check. If you want to see all users in the agency, simply enter the Business Area.

3. If you want to include the Business Warehouse and Supplier Relationship Management roles, look under the Options section and verify that those boxes are checked.

4. Click on the execute button  to get your results

5. The following information appears and can be exported to an Excel spreadsheet.

User ID	Full Name	Business A...	Business Area Text	Position	Position Text	System	Role Name	Role Text	Count
---------	-----------	---------------	--------------------	----------	---------------	--------	-----------	-----------	-------

Using the zsec_unassigned_pos and zhr_vacant_pos_struc Transactions

In addition to being able to identify roles assigned to active positions, Data Owners can also view those roles and organizational unit assignments tied to unassigned positions. This information can assist in ensuring that newly hired employees do not inadvertently inherit roles previously assigned to a position.

Using zsec_unassigned_pos

1. Enter **zsec_unassigned_pos** in the transaction field. The following screen appears:

Roles assigned to unassigned positions

Business Area to

Position to

2. If you want to see all vacant positions in the agency, simply enter the Business Area. If you want to check a specific position, enter the position number in the Position field.
3. Click on the execute button  to get your results
4. The following information appears and can be exported to an Excel spreadsheet.

BusA	Position	Position Text	Role Name	Role Text
------	----------	---------------	-----------	-----------

Using zhr_vacant_pos_struc

1. Enter **zhr_vacant_pos_struc** in the transaction field. The following screen appears:

Structural Profiles Assigned to Vacant Positions

Business Area to

Position to

Vacant position selection options

All

Only with structurals

Only without structurals

2. If you want to see all the organizational units tied to all of the vacant positions in the agency, simply enter the Business Area. If you want to check a specific position, enter the position number in the Position field.
3. Click on the execute button  to get your results
4. The following information appears and can be exported to an Excel spreadsheet.



BusA	Position	Position Text	Structural	Structural Text
------	----------	---------------	------------	-----------------