



**Authorized Roles (Contact VP of Business & Finance)**

(These require Business Office authorization) Check the box next to the role(s) for each User that requires access to a module(s).

Asset Management	
<input type="checkbox"/>	AM Custom Rpts/Prcls
<input type="checkbox"/>	Process Asset Depreciation
<input type="checkbox"/>	Asset Management Inquire Pages
<input type="checkbox"/>	Asset Management Interfaces
<input type="checkbox"/>	Asset Management Maintenance
<input type="checkbox"/>	Physical Inventory
<input type="checkbox"/>	Asset Management Process
<input type="checkbox"/>	Asset Management Reports
<input type="checkbox"/>	Service/Repair Assets-Maintain

Accounts Payable	
<input type="checkbox"/>	Vendor 1099 Inquiry
<input type="checkbox"/>	1099 Processes/Maint
<input type="checkbox"/>	Accounts Payable 1099 Reports
<input type="checkbox"/>	AP Budget check
<input type="checkbox"/>	Delete Control Groups
<input type="checkbox"/>	Create/Maintain Control Groups
<input type="checkbox"/>	Payment Post, Cancel, Escheatm
<input type="checkbox"/>	AP Paycycle Processing
<input type="checkbox"/>	Banner to AP Interface
<input type="checkbox"/>	Accounts Payable Inquire
<input type="checkbox"/>	Matching and Doc Tol Processes
<input type="checkbox"/>	Paycycle Approve
<input type="checkbox"/>	Process Positive Pay
<input type="checkbox"/>	Quick Entry Invoice
<input type="checkbox"/>	Accounts Payable Reports
<input type="checkbox"/>	AP Setup & Config
<input type="checkbox"/>	Voucher Build
<input type="checkbox"/>	Regular Voucher Entry
<input type="checkbox"/>	Maintain Vouchers
<input type="checkbox"/>	Voucher Post, Close and Delete

General Ledger	
<input type="checkbox"/>	Year End Reports
<input type="checkbox"/>	Open-Close Periods
<input type="checkbox"/>	Maint/Prcls bank statements
<input type="checkbox"/>	Banking SETUP
<input type="checkbox"/>	Setup and config GL
<input type="checkbox"/>	Continuous Audit
<input type="checkbox"/>	GL Custom BOR Interfaces
<input type="checkbox"/>	FDM Maintenance (USO Only)
<input type="checkbox"/>	Utility Processes
<input type="checkbox"/>	General Ledger-Inquire
<input type="checkbox"/>	Journal Unlock
<input type="checkbox"/>	FSA-Open Items
<input type="checkbox"/>	Perform Allocations-Processes
<input type="checkbox"/>	Perform Allocations-Report
<input type="checkbox"/>	Closing Rules
<input type="checkbox"/>	Journal Generator Process
<input type="checkbox"/>	Process Jrnls-Maintain
<input type="checkbox"/>	Mark to Post/Unpost/Post
<input type="checkbox"/>	Process Jrnls-Processes
<input type="checkbox"/>	General Ledger-Reports

Purchasing	
<input type="checkbox"/>	PO approve
<input type="checkbox"/>	Purchasing Inquire Pages
<input type="checkbox"/>	PO Maintenance
<input type="checkbox"/>	PO Processes
<input type="checkbox"/>	Procurement Contracts-Maintain
<input type="checkbox"/>	Receive Purchase Orders
<input type="checkbox"/>	Purchasing Reports-Admin
<input type="checkbox"/>	Purchasing Reports-Executive
<input type="checkbox"/>	Requisition Maint-Approve
<input type="checkbox"/>	Requisition Add, Maint, Copy
<input type="checkbox"/>	Requisitions-Process
<input type="checkbox"/>	Requisition Workbench
<input type="checkbox"/>	Purchasing Setup/Configure
<input type="checkbox"/>	Add Vendors
<input type="checkbox"/>	Vendor Approval
<input type="checkbox"/>	Correct Vendors
<input type="checkbox"/>	Vendor Maint
<input type="checkbox"/>	SUPERVISOR***

ePro	
<input type="checkbox"/>	Receive a PO in ePro
<input type="checkbox"/>	[WF] Ad Hoc Approver for Reqs
<input type="checkbox"/>	[WF] Approval Prcls Dfn-Role
<input type="checkbox"/>	Buyer Center
<input type="checkbox"/>	ePro Configuration and Setup
<input type="checkbox"/>	Requisition Inquiry
<input type="checkbox"/>	ePro Processes
<input type="checkbox"/>	Reassign appr wk-authorze user
<input type="checkbox"/>	ePro Requester
<input type="checkbox"/>	Approve Requisitions
<input type="checkbox"/>	Requisition Add, Maint, Copy
<input type="checkbox"/>	Marketplace (CAT) Requester
<input type="checkbox"/>	Marketplace (CAT) Buyer

Accounts Receivable	
<input type="checkbox"/>	Apply Payments
<input type="checkbox"/>	Create a Receivable
<input type="checkbox"/>	Add/Maintain a Customer
<input type="checkbox"/>	Define Receivable Process
<input type="checkbox"/>	AR Inquiry
<input type="checkbox"/>	Maintain Receivables/Worksheet
<input type="checkbox"/>	AR Processes
<input type="checkbox"/>	AR Reports

Commitment Control	
<input type="checkbox"/>	Budget Progress Reports
<input type="checkbox"/>	CC BOR Custom Interfaces
<input type="checkbox"/>	KK Inquire Pages
<input type="checkbox"/>	Enter/Maintain Budgets
<input type="checkbox"/>	KK Processes
<input type="checkbox"/>	KK Reporting
<input type="checkbox"/>	Commit/Control Setup

Budget Prep	
<input type="checkbox"/>	Budget Prep Inquire
<input type="checkbox"/>	Budget Prep Reports
<input type="checkbox"/>	USO Only Budget Prep Report
<input type="checkbox"/>	Budget Prep Processes
<input type="checkbox"/>	Budget Prep Grants
<input type="checkbox"/>	Budget Prep Online Updates
<input type="checkbox"/>	Budget Prep Setup & Config

Expenses	
<input type="checkbox"/>	[WF] Approval Prcls Dfn-Role
<input type="checkbox"/>	Expense Approvals
<input type="checkbox"/>	Audit Expense Trans-Inquire
<input type="checkbox"/>	Auth Expense Users
<input type="checkbox"/>	Expense Batch Processes
<input type="checkbox"/>	Budget Check Process
<input type="checkbox"/>	Exp Cash Advance
<input type="checkbox"/>	Cash Advance-admin
<input type="checkbox"/>	Cash Advance-Approval
<input type="checkbox"/>	Maintain Empl data
<input type="checkbox"/>	Expense trans maintenance
<input type="checkbox"/>	Expense Manager
<input type="checkbox"/>	Modify Approve Exp Trans
<input type="checkbox"/>	Reassign appr wk-authorze user
<input type="checkbox"/>	Expense Reports
<input type="checkbox"/>	Expense Setup/config
<input type="checkbox"/>	T & E Admin Center Access
<input type="checkbox"/>	T & E Center Access

Tree Manager	
<input type="checkbox"/>	Tree Viewer
<input type="checkbox"/>	Tree Maintenance

Reporting/nVision	
<input type="checkbox"/>	Admin Reporting Permissions
<input type="checkbox"/>	Report Administrator*
<input type="checkbox"/>	Report Super User*
<input type="checkbox"/>	Access to nVision reports
<input type="checkbox"/>	Access to Security Reports

Security/Workflow Admin	
<input type="checkbox"/>	Local Security Administrator
<input type="checkbox"/>	Workflow Administrator
<input type="checkbox"/>	BOR_Exclude (For Contractors)
<input checked="" type="checkbox"/>	BOR PeopleSoft User*****

Query	
<input type="checkbox"/>	Query Viewer
<input type="checkbox"/>	Query Create Private
<input type="checkbox"/>	Query Create Public
<input type="checkbox"/>	Query Administrator
<input type="checkbox"/>	BOR Reconciliation User
<input type="checkbox"/>	Query Access Groups-All
<input type="checkbox"/>	Query Employee Sensitive Data

- 1) Report Administration role requires the additional assignment of either ReportDistAdmin or ReportSuperUser for the pages to function. These delivered roles provide additional permissions to the report manager through the Admin and Archive pages.
- 2) Supervisor role is no longer used but for anyone approving Purchase Orders, Route Controls are needed.
- 3) BOR PeopleSoft User has to go to every person. This is basic sign on rights and expenses functionality.