



Financials Role Definitions
Version 9.0
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CENTRALIZED CAMPUS STAFF

NDU_C_ACO (Access Control Officers – appointed by campus)

Staff with this role can:

Assign User Preferences

Run queries to view:

Access for selected user

List of users with a specified role

NDU_C_Assets (AP/AM staff - specialized)

Staff with this role can:

Access pages related to managing owned and leased assets.

NDU_C_AccountsPayable (AP staff - general)

Staff with this role can:

Update vendor withholdings/1099s

Enter/update Vouchers

Process Payments/Paycycle

SpeedCharts (codes for frequently used ChartField combinations to increase data input efficiency by reducing the number of keystrokes - as opposed to Speed Types – see NDU_C_Speed below)

NDU_C_AP_Mgr (AP staff – specialized)

Staff with this role can:

Void/reissue checks

Produce express/manual checks

Update voucher information

Process Payments/Paycycle

Review Accounts Payable Information

It is expected that people with this role will also be given the general Accounts Payable role above.

NDU_C_ManIPay (AP staff – specialized)

Staff with this role can:
Produce express/manual checks.

NDU_C_APUploads (Varied offices – specialized)

Staff with this role can:
Upload files directly into PeopleSoft.
Examples include FAMIS and FoodPro.

This role requires authorization from the Director of Financial/HRMS Systems.

NDU_C_APVoucherApprvl (AP staff – specialized)

Staff with this role:
Approve vouchers for payment.

This is used by some campuses as an accounting control.

NDU_C_Banking (AP staff – specialized)

Staff with this role can:
Reconcile bank statements.

NDU_C_Budget (Budget staff – general)

Staff with this role can:
Enter Budget journals
Run Budget reports
Review budget check exceptions

NDU_C_GeneralLedger (Accounting staff – general)

Staff with this role can:
View budget journals
Review Budget Activities
Run Budget Reports
Review budget exceptions
Enter Journal Entries
Import spreadsheet journal entries
Process Journals
Process ledger close
Review Financial Information
Run General Ledger Reports

NDU_C_GL_Mgr (Accounting staff – specialized)

Staff with this role can:

- Review Budget Activities
- Run Budget Reports
- Review budget exceptions
- Enter Journal Entries
- Import spreadsheet journal entries
- Process Journals
- Review Financial Information
- Run General Ledger Reports

NDU_C_Chartfield (Accounting staff – specialized)

Staff with this role can:

- Set up/Modify Chartfields

Staff with this role should also be given a General Ledger role above. However, with this additional chartfield role, they will be able to add funds, departments, programs and projects.

NDU_C_Allocations (Accounting staff – specialized)

Staff with this role can:

- Run allocations

Staff with this role should also be given a General Ledger role above. (currently, only UND uses allocations).

NDU_C_nVisionUser (Accounting staff – specialized)

Staff with this role can:

- Run nVision reports (financial statements) produced by the Chancellor's Office.

This is usually assigned to Controllers.

NDU_C_Pcard

Staff with this role can:

- Access pages used to manage the procurement card function
- Reconcile statements

NDU_C_PurchaseOrder (Purchasing staff – general)

Staff with this role can:
Add/update purchase orders

NDU_C_Vendor (Purchasing/AP staff – general)

Staff with this role can:
Add, update and maintain vendors.

NDU_C_Vendor_C (Purchasing/AP staff – specialized)

Staff with this role can:
Add, update, maintain and correct history on vendors.

This role requires authorization from the Director of Financial/HRMS Systems.

NDU_C_Grants (Grants staff – post-award general)

Staff with this role can update:
Customers/Contracts
Grants
Project Costing
Billing and
Accounts Receivable pages

NDU_C_Grants_Mgr (Grants – post-award specialized)

Staff with this role should also be given the Grants role above.
However, with this additional Manager role, they will be able to
Update bills
Inquire on Budget Exceptions
Inquire on Time Sheets

NDU_C_Grants_Pre (Grants staff – pre-award general)

Staff with this role can view most of the pages of the general Grants role.
In addition, they can
Create and maintain customers
Create and maintain proposals
Create and maintain sponsors
Manage Letters of Credit

NDU_C_Speed (Varied Offices – specialized)

Staff with this role can:
Set up speed types for combo codes that go to HRMS for payroll funding.

DECENTRALIZED (Departmental) CAMPUS STAFF

NDU_D_Admin

(Decentralized departmental support staff)

Staff with this role can:

Enter Vouchers

Enter Purchase Orders

Review accounts payable information and reports

Review activity log

Create SpeedCharts (codes for frequently used ChartField

Combinations to increase data input efficiency by reducing the

number of keystrokes - as opposed to Speed Types – see

NDU_C_Speed above)

NDU_D_Admin_D

(Decentralized departmental support staff/chairs)

Staff with this role have inquiry access (view only) to:

Vendors

Purchase Orders

Budget

Accounts Payable

Asset Management

Journal entries

General Ledger reports

NDU_D_Grants

(Departments with grants at MISU, NDSU & UND)

Staff with this role have inquiry access (view only) to:

Customers/Contracts

Grants

Project Costing

Billing

Accounts Receivable

Commitment Control report and

General ledger report pages