



**State of Vermont Project Vision
Security Roles Overview**

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Asset Management Security Roles Overview

User Level 1 (Casual User)

This role is designed for users who would need to inquire on general asset information (e.g. Asset Cost History, Asset General Information, Asset Repair/Service History, etc) or run basic asset reports (e.g. Asset Acquisitions, Asset Net Book Value, Depreciation By Period, etc). This user would not enter information into the system or be responsible for the management of the assets. This user would be someone who on a periodic basis would be interested in reviewing asset information (e.g. high level manager or director).

User Level 2 (Data Entry)

The role of this user can be defined as the user who will be adding and updating asset information in the Asset Management module (e.g. adding assets, adding leases, updating asset locations, retiring assets, etc.). This user will have the ability to view certain set up panels (e.g. locations, operator preferences). This user will have the ability to inquire on asset related information (e.g. asset cost history, depreciation activity, review assets, etc.).

User Level 3 (Manager)

The role of this user is defined as a Super-User of Asset Management, specifically the Asset Management Manager of each agency/department. This user will have the ability to update and add and review items in the Asset Management module that the data entry user would not be able to do (e.g. adding AM Business Units, reviewing installation options, reviewing operator preferences, performing asset transfers or asset cost adjustments, etc). This user would have the knowledge and ability to run certain processes if the standard nightly or monthly run of the process did not run properly (e.g. Payable Purchasing Interface and Transaction Loader). This user would be accountable for the accounting behind asset management. They would have access to view tables and run reports and any related processes if deemed necessary (e.g. review profiles, review categories, monitor asset cost history, monitor asset acquisitions, run accounting entry creation, run depreciation close, etc). There are certain control tables that will be controlled at a centralized FinOps level and this user would work with them for any needed additions, changes, etc.

General Ledger Security Roles Overview

User Level 1 (Data Entry User)

Data entry users within individual departments will have access to add, copy, edit, view and inquire on non-budgetary journal entries. This level of security will also be a high-level inquiry access users for Query, nVision and all other delivered reports. These users will not have access to develop new reports and queries but they will have access to inquiry on Chartfields and selected tables. Individual speed types can be created.

User Level 2 (Business Manager)

Business Managers or other departmental leads will have the ability to enter, edit and budget check journal entries on line or by batch processing. Appropriation budgets can be analyzed. Organization budget journals may be entered and posted on-line and users will have the ability to analyze these budgets. Allocations can be created and processed. This user will have the ability to view Chartfields, Ledgers, Budgetary Controls, Tree Manager and various other tables. If maintenance is required on these tables the user will need to contact FinOps or the HelpDesk.

User Level 3 (FinOps Support Personnel)

This user group is defined as FinOps support personnel. All journal posting will be initiated at this level. Budgetary control can be maintained and all appropriation journals and transfers can be entered and posted. Business units and chartfields can be added or modified. These users will have access to view/inquire on various tables.

User Level 4 (FinOps Super User)

This role is defined as a FinOps Super User of General Ledger. This FinOps user will have the ability to Add, Update and Inquire on all transaction in the General Ledger module (e.g. Create journal entries, inquire on journal entries, budget check and post journal entries, enter and post appropriation journals). This user will have the knowledge and ability to initiate batch processing jobs (e.g Budget check and posting for InterUnit journals). They would have access to create, view and maintain tables, Business Units, nVision reports, Query, Tree Manager, TableSet Control, Define General Options, Maintain Ledgers, Utilities, Budget and Actuals Ledger Closing Rules and Budgetary Controls at this level. Consolidation rules can be added or adjusted. Ledgers for a Unit can be maintained. Limited number of users at this level.

Purchasing Security Roles Overview

User Level 1 (Field User)

Field Users are typically based in an off-site location and will be responsible for generating requisitions and receive ordered items at their location. They will have limited access to requisitions and receiving panels for transaction entry. However they will have full access to all purchasing inquiry panels apart from view only access to certain Contracts and RFQ panels.

User Level 2 (Contract Manager)

The role of a Contract Manager is to establish and maintain Vendor Contracts at the department/agency level. They will have access to RFQ/bid processing functionalities. They will also have full access to all inquiry panels and can run purchasing reports related to requisitions, RFQ's and Contracts. They will not have any access to Control tables.

User Level 3 (PO Clerk)

PO Clerk will be an operational level user at the department/agency level and will be responsible for creating and processing requisitions, vendor contracts, purchase orders and receiving transactions. They will also have full access to all inquiry panels and can run most of the Purchasing reports. They will not have any access to Setup (Control) tables.

User Level 4 (Purchasing Agent - Standard)

The role of a (Central Purchasing) Purchasing Agent - Standard will be to fulfill the requisition demand by either establishing a Contract or creating a Purchase Order with or without processing bids. They will have full access to transaction tables & inquiry panels, run certain background processes and generate most of the purchasing reports. However they will have restricted access to Control tables.

User Level 5 (Purchasing Agent - Maintenance)

The role of a (Central Purchasing) Purchasing Agent - Maintenance will be similar to Purchasing Agent - Standard. Apart from that they will also be responsible for on-going maintenance of certain control tables like Item Master, Vendor Quote group, Standard Comments etc. They will have full access to these tables for adding and updating. They will also have complete access to transaction tables & inquiry panels, run certain background processes and can generate most of the purchasing reports.

User Level 6 (PO Manager)

The PO Manager will be responsible for updating and approving all purchasing transactions. They will have complete access to all purchasing transaction panels including requisitions, RFQ's, Contracts, Purchase Orders and receiving. They will have full access to all inquiry panels, able to generate all Purchasing reports and can run most of the background processes. These users will have minimal access to update control tables, however they will have full access to view control tables. These access privileges will also be applicable to the 'Power Users' at the Agency/departmental level. However their approval actions will be restricted by Operator preferences and WorkFlow setup as applicable.

User Level 7 (Super User)

The role of the Purchasing Super User in the state will have maximum privileges to add and update information in both control tables and transaction tables. They will also have access to run all the background processes and generate reports.

Accounts Payable Security Roles Overview

User Level 1 (AP State-wide Read-only Role)

The Statewide Read-only Role will have read-only access to all Accounts Payable transactions and control data. The Role will not have the ability to enter transactions but will be able to view transactional data and generate reports. An example of someone in this role might be the State Auditor staff members.

User Level 2 (AP Approver Role)

The AP Approver Role will have the same access as the AP Statewide Read-only Role plus the access and authority necessary to Approve Vouchers. This role requires signature authority in order to Approve Vouchers.

User Level 3 (AP Voucher Data Entry Role)

The AP Voucher Data Entry Role will be responsible for entering most of the transaction data in Accounts Payable. The Role will have full access to the Voucher entry panels and read-only access to Payment transaction data and Vendor control data. This role does not allow access to Approve Vouchers.

User Level 4 (AP FinOps Staff Role)

The role of the FINOPS Staff is to provide support to the Accounts Payable processes. The individuals in this role will be responsible for all Vendor maintenance activity, including adding and changing Vendor name and address information, Vendor bank information for electronic payments and 1099-MISC reporting information. Additionally, this role will have read-only access to Accounts Payable transactions for all Business Units to aid in payment processing and to support auditing activities.

User Level 5 (AP Manager Voucher Processing Role)

The AP Manager will be responsible for managing, adjusting and Approving Vouchers that were entered by the AP Voucher Data Entry users. The AP Manager will have access to several PeopleSoft processes that are necessary to successfully manage Vouchers within a Department. The AP Manager will have read-only access to Payment transaction data and Vendor control data. The AP Manager will also need to be able to create reports in Query and nVision. This role requires signature authority in order to Approve Vouchers.

User Level 6 (FinOps Manager Voucher and Payment Processing Role)

The FINOPS Management role will have the broadest access of all the Accounts Payable users. This role will be responsible for running the Pay Cycle process and overseeing all FINOPS activity. This role will be able to access and update all Accounts Payable transactions and control data for all Departments and will be able to Approve Vouchers for payment and execute most of the Accounts Payable processes in PeopleSoft.

Accounts Receivable Security Roles Overview

User Level 1 (Low)

Users in this class will have view access capabilities only. Access to transactions such as additions, deletions, or changes will not be allowed. Users in this role will use the module infrequently, primarily to run queries and reports. Upper level managers (such as Commissioners) are typical users in this class.

User Level 2 (Medium)

Users in this category will typically perform transaction data entry in the module but will not be approvers or reviewers. They may not use all of the functionality of the module. This class of users will run inquiries to review transactions and to correct data entry or posting errors.

User Level 3 (Heavy)

Users in this class will typically be approvers and supervisors. They will likely be the functional experts in their departments. These users may perform some data entry and will have access to the full functionality of the module.

User Level 4 (Super)

Users in this class will typically be mid-level managers (such as Business Managers) with a high level of authority within their department. They will supervise or be the functional experts in their departments. These users will have access to the full functionality of the module, including the ability to make decisions regarding changes to system setup and operator preferences.

User Level 5 (Treasurer)

Users in this category will have access to all functions in the system that are specific to the State Treasurer's Office.

Inventory Security Roles Overview (AOT, BGS and Corrections Only)

User Level 1 (Casual User)

This role is designed for users who would need to inquire on general inventory information (e.g. Fulfillment History, Shipping Backlogs, Inventory Inquiry by Location, etc) or run basic inventory reports (e.g. Basic Item Listing, Inventory Balances, Accounting Register, etc.) This user would not enter information into the system or be responsible for the management of inventory. This user would be someone who on a periodic basis would be interested in reviewing inventory information (e.g. high level manager or director).

User Level 2 (Medium User)

This role is designed for users who would be adding and updating inventory information in the Inventory module (default putaway locations, express issues, express putaways, receive RMA, etc) on a daily basis. This user will have the ability to view certain setup panels and item definitions. This user will have the ability to run inventory processes (Counting Sheet, Event Creation, etc). This user will have the ability to run inventory reports (e.g. Packing Slip, Picking Plan, etc). This user would be someone that manages orders on a daily basis (e.g. stock clerk, storekeeper).

User Level 3 (Heavy User)

This role is designed for the users who would be managing Inventory processes, adding and maintaining items, in the Inventory module. This user will have the ability to perform all inventory functions noted in the medium user as well as (review reservation errors, average cost adjustment, and replenishment setup, etc). This user will be able to update certain setup functions (e.g. units of measure, hazard/disposal codes, define items, set up items attributes, etc). This user would be someone that manages the processes associated with the Inventory module (e.g. account clerks, financial techs, etc).

User Level 4 (Super User)

The role of this user is defined as a Super-User of Inventory, specifically the Inventory manager of each agency/department. This user will have the ability to create, update, add, and review items in the Inventory module that all other users would not be able to do (e.g. item categories, items groups, account distributions, etc). This user would be accountable for the accounting behind inventory. This user would have the knowledge and ability to run certain processes if the standard nightly or monthly run of the process did not run properly (e.g. depletion, materials reservation, picking confirmation, etc). There are certain control tables that will be controlled at a centralized FINOPS level and this user would work with them for any needed additions, changes, etc.

Order Management Security Roles Overview (BGS Only)

User Level 1 (Casual User)

This role is designed for users who would need to inquire on general order management information (e.g. Sales Orders, Quotes, Products, etc) or run basic order management reports (e.g. Sales Order, Quotes, Returns, Products, etc.) This user would not enter information into the system or be responsible for the management of orders. This user would be someone who on a periodic basis would be interested in reviewing order management information (e.g. high level manager or director).

User Level 2 (Medium User)

This role is designed for users who would be adding and updating order management information in the Order Management module (creating/updating sales orders, creating/updating returned materials, etc) on a daily basis. This user will have the ability to view certain setup panels and product definitions. This user will have the ability to run order management reports (Sales Orders, Quotes, Returns, Products, etc). This user would be someone that manages orders on a daily basis (e.g. stock clerk, storekeeper).

User Level 3 (Heavy User)

This role is designed for the users who would be managing Order Management processes, adding and maintaining products, in the Order Management module. This user will have the ability to create/update sales orders, create/update quotes, manage returned materials, basic setup functions, define/maintain products. This user will have the ability to run order management reports (Sales Orders, Quotes, Returns, Products, Business Unit, etc). This user will be able to view all setup functions. This user would be someone that manages the processes associated with the Order Management module (e.g. account clerks, financial techs, etc).

User Level 4 (Super User)

The role of this user is defined as a Super-User of Order Management, specifically the Order Management Manager of each agency/department. This user will have the ability to create, update, add, and review items in the Order Management module that all other users would not be able to do (e.g. establishing order processing, establishing business units, etc). This user would be accountable for the accounting behind order management. They would have access to view tables and run reports and any related processes if deemed necessary (e.g. customer group table, product group table, etc). This user would have the knowledge and ability to run certain processes if the standard nightly or monthly run of the process did not run properly. There are certain control tables that will be controlled at a centralized FINOPS level and this user would work with them for any needed additions, changes, etc.

Billing Security Roles Overview (BGS Only)

User Level 1 (Low)

Users in this class will have view access capabilities only. Access to transactions such as additions, deletions, or changes will not be allowed. Users in this role will use the module infrequently, primarily to run queries and reports. Upper level managers (such as Commissioners) are typical users in this class.

User Level 2 (Medium)

Users in this category will typically perform transaction data entry in the module but will not be approvers or reviewers. They may not use all of the functionality of the module. This class of users will run inquiries to review transactions and to correct data entry or posting errors.

User Level 3 (Heavy)

Users in this class will typically be approvers and supervisors. They will likely be the functional experts in their departments. These users may perform some data entry and will have access to the full functionality of the module.

User Level 4 (Super)

Users in this class will typically be mid-level managers (such as Business Managers) with a high level of authority within their department. They will supervise or be the functional experts in their departments. These users will have access to the full functionality of the module, including the ability to make decisions regarding changes to system setup and operator preferences.

Module References

Abbreviation	Module
AP	Accounts Payable
AR	Accounts Receivable
AM	Asset Management
BI	Billing
GL	General Ledger
PO	Purchasing
IN	Inventory
OM	Order Management