



ACCESS. INNOVATION. EXCELLENCE.

North Dakota University System  
Financials Role Definitions  
PeopleSoft 9.2  
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## Definitions

**CACO** or **ACO** – The “Campus Access Control Officer” is the individual(s) responsible for controlling access to the PeopleSoft pillars (all environments), OMB Drawdowns, RDPs and other ancillary systems.

NDU\_**C**\_... – These are centralized roles that are generally assigned to users in a central office, and will usually have more access than decentralized roles.

NDU\_**D**\_... – These are decentralized roles that are generally assigned to users at the department level, and will usually have more restrictive access than centralized roles. These will be listed at the bottom of each applicable section (if they exist).

NDU\_**E**\_... – These are “Employee” roles with very limited, specific access. These will be listed at the bottom of each applicable section (if they exist).

NDU\_C\_...\_**C** – The “C” at the end denotes a role with Correct History access. This role assignment needs the approval of the Asst. Director of Financial Systems, and usually requires that the individual has been at their position, or a similar position, for at least 6 months so that they are familiar with how PeopleSoft works.

NDU\_...\_**D** – The “D” at the end denotes a role that is “Display Only”. Users will be able to access much of the same information as the other roles that can update, but all fields will be grayed out (uneditable).

**NOTE** – If a user has similar roles assigned to them, the role with more access will take precedence. For example, assigning the NDU\_D\_Admin and NDU\_D\_Admin\_D role to a user is not needed because the NDU\_D\_Admin role takes precedence.

## Accounts Payable Roles

**NDU\_C\_1099** (AP staff – specialized)

Staff with this role can:

- Update supplier withholding/1099 transactions

**NDU\_C\_AccountsPayable** (AP staff - general)

Staff with this role can:

- Enter/update Vouchers
- Create SpeedCharts (codes for frequently used ChartField combos to increase data input efficiency by reducing the number of keystrokes - as opposed to Speed Types – see NDU\_C\_Speed below)

**NDUS CTS advises against assigning users the following role combinations to avoid potential conflicts:**

*NDU\_C\_AccountsPayable & NDU\_C\_Assets or NDU\_C\_GeneralLedger*

*Potential Conflict: Users can enter a voucher, enter an asset and update the GL.*

*NDU\_C\_PurchaseOrder & NDU\_C\_Assets or NDU\_C\_AccountsPayable*

*Potential Conflict: Users can enter a PO, enter a voucher, and enter an asset.*

*NDU\_C\_Vendor & NDU\_C\_AccountsPayable or NDU\_C\_PrintChecks*

*Potential Conflict: Users can create a vendor, enter voucher, and print checks.*

*NDU\_C\_PurchaseOrder and NDU\_C\_AccountsPayable or NDU\_D\_Admin*

*Potential Conflict: Users can create a purchase order, and enter voucher.*

*If the CACO must assign these roles to the same user, a compensating control must be on file with the NDUSO.*

**NDU\_C\_AccountsPayable\_D** (AP staff - general)

Staff with this role can view the same information as the Accounts Payable role above, but it is “Display Only”

**NDU\_C\_AP\_Mgr** (AP staff – specialized)

Staff with this role can:

- Void/reissue payments
- Review Accounts Payable Information

It is expected that users with this role will also be given the general NDU\_C\_AccountsPayable role above.

**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 Asst. Director of Financial Systems.*

**NDU\_C\_APVoucherApproval** (AP staff – specialized)

Staff with this role can:

- Approve vouchers for payment

Some campuses use this as an accounting control.

**NDU\_C\_Banking** (AP staff – specialized)

Staff with this role can:

- Reconcile bank statements

**NDU\_C\_ManIPay** (AP staff – specialized)

Staff with this role can:

- Produce express payments

**NDU\_C\_PrintChecks** (AP staff for segregation of duties)

Staff with this role can:

- Process payments via the Pay Cycle

**NDUS CTS advises against assigning users the following role combinations to avoid potential conflicts:**

*NDU\_C\_Vendor, NDU\_C\_Vendor\_C & NDU\_C\_AccountsPayable and/or  
NDU\_C\_PrintChecks*

*Potential Conflict: Users can create a supplier, enter voucher, and print checks.*

*If the CACO must assign these roles to the same user, a compensating control must be on file with the NDUSO.*

## Asset Management Roles

**NDU\_C\_Assets** (AP/AM staff - specialized)

Staff with this role can:

- Access pages related to managing owned and leased assets

**NDUS CTS advises against assigning users the following role combinations to avoid potential conflicts:**

*NDU\_C\_Assets and NDU\_C\_GeneralLedger*

*Potential Conflict: Users can enter an asset and update the GL.*

*NDU\_C\_PurchaseOrder & NDU\_C\_Assets or NDU\_C\_AccountsPayable Potential*

*Conflict: Users can enter a PO, enter a voucher, and enter an asset.*

*If the CACO must assign these roles to the same user, a compensating control must be on file with the NDUSO.*

**NDU\_C\_Assets\_D** (AP/AM staff - specialized)

Staff with this role can:

- View pages related to managing owned and leased assets

**NDU\_E\_Asset\_Self\_Service** (AP/AM staff - specialized)

Staff with this role can:

- View Asset Basic Information.
- Update Asset Location/Comments/Attributes
- Update Asset Manufacturer information
- Update custodian and custodian chartfields.

## Budget Role

**NOTE:** Annual budgeting for both Operating and Salary is done in the HRMS system, and security will need to be requested in that system.

**NDU\_C\_Budget** (Budget staff – general)

Staff with this role can:

- Enter Budget journals
- Run Budget reports
- Review budget check exceptions

## General Ledger Roles

### **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

**NDUS CTS advises against assigning users the following role combinations to avoid potential conflicts:**

*NDU\_C\_Chartfield and NDU\_C\_GeneralLedger*

*Potential Conflict: Users can enter new chartfields (fund, department, etc.) and update the GL.*

*NDU\_C\_Assets and NDU\_C\_GeneralLedger*

*Potential Conflict: Users can enter an asset and update the GL.*

*If the CACO must assign these roles to the same user, a compensating control must be on file with the NDUSO.*

### **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
- Update open periods

*Staff with this role is also usually given one of the General Ledger roles above. However, with this additional chartfield role they will be able to add funds, departments, programs*



*and projects. If the CACO must assign these roles to the same user, a compensating control must be on file with the NDUSO.*

**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.*

**NDU\_C\_nVisionUser** (Accounting staff – specialized)

Staff with this role can:

- Run nVision reports (financial statements)

*This is usually assigned to Controllers.*

**NDU\_C\_nVisionDeveloper** (Accounting staff – specialized)

Staff with this role can:

- Create nVision reports

*This is usually assigned to the Chancellor's office staff. This role requires authorization from the Asst. Director of Financial Systems.*

## Grants Roles

### **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 NDU\_C\_Grants role.

In addition, they can:

- Create and maintain customers
- Create and maintain proposals
- Create and maintain sponsors
- Manage Letters of Credit

### **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

## Purchasing Roles

### **NDU\_C\_PurchaseOrder** (Purchasing staff – general)

Staff with this role can:

- Add/update purchase orders

**NDUS CTS advises against assigning users the following role combinations to avoid potential conflicts:**

*NDU\_C\_PurchaseOrder and NDU\_C\_Vendor*

*Potential Conflict: Users can create a new vendor and enter a PO for the new vendor.*

*NDU\_C\_PurchaseOrder & NDU\_C\_Assets or NDU\_C\_AccountsPayable*

*Potential Conflict: Users can enter a PO, enter a voucher, and enter an asset.*

*NDU\_C\_PurchaseOrder and NDU\_C\_AccountsPayable or NDU\_D\_Admin*

*Potential Conflict: Users can create a purchase order, and enter voucher.*

*If the CACO must assign these roles to the same user, a compensating control must be on file with the NDUSO.*

### **NDU\_C\_Pcard** (Purchasing/AP staff – general)

Staff with this role can:

- Access pages used to manage the procurement card function
- Reconcile statements
- View/Edit PCard User Profiles (in PeopleSoft)

*This role requires authorization from the Asst. Director of Financial Systems.*

### **NDU\_C\_Receipts**

Staff with this role can:

- Access pages used to log the receipt of purchases

### **NDU\_C\_Vendor** (Purchasing/AP staff – general)

Staff with this role can:

- Add, update and maintain Suppliers

**NDUS CTS advises against assigning users the following role combinations to avoid potential conflicts:**

*NDU\_C\_PurchaseOrder and NDU\_C\_Vendor*

*Potential Conflict: Users can create a new vendor and enter a PO for the new vendor.*

*NDU\_C\_AccountsPayable or NDU\_C\_GeneralLedger & NDU\_C\_PrintChecks or NDU\_C\_Vendor*

*Potential Conflict: Users can enter a Vendor, Enter a voucher, print checks and update the GL*

*NDU\_C\_Vendor & NDU\_C\_AccountsPayable or NDU\_C\_PrintChecks  
Potential Conflict: Users can create a vendor, enter voucher, and print checks.*

*If the CACO must assign these roles to the same user, a compensating control must be on file with the NDUSO.*

**NDU\_C\_Vendor\_C** (Purchasing/AP staff – specialized)

Staff with this role can:

- Add, update, maintain and correct history on Suppliers

*This role requires authorization from the Asst. Director of Financial Systems.*

**NDU\_C\_Vendor\_D** (Purchasing/AP staff – specialized)

Staff with this role have “Display Only” access to view Suppliers

**NDU\_D\_Receipts** (Decentralized departmental support staff)

Staff with this role can:

- Access pages used to log the receipt of purchases

**NDU\_E\_pCard\_Reallocator** (Employees with purchasing cards)

Staff with this role can reallocate their own purchasing card transactions.

## Student Financials Refunding Roles

**NDU\_C\_SFVoucher** (Student Finance/AP staff – general)

Staff with this role can:

- Enter refund vouchers
- Run a trial balance and other reports

**NDU\_C\_SFVoucher\_D** (Student Finance/AP staff – general)

This is a view only role. Staff with this role can:

- View vouchers

**NDU\_C\_SFPrintChecks** (Student Finance/AP staff – general)

Staff with this role can:

- Print checks or initiate direct deposits for student refunds

**NDU\_C\_SFPrintChecksCancel** (Student Finance/AP staff – general)

Staff with this role can:

- Cancel a refund check for a student

## Travel and Expense Roles

**NDU\_C\_EXApprAssign** (Accounting Staff – specialized)

Staff with this role can:

- Access the pages used to maintain the Dept approvers

**NDU\_C\_EX\_Auditor** (Accounting Staff – specialized)

Staff with this role can:

- Perform final audit on Expense Reports before payment.
- Edit Accounting Date on Expense Reports
- The departments for these users is most likely 0001-9999 unless the staff audit specific departments.

**NDU\_C\_EX\_Processor** (Accounting/AP Staff – specialized)

Staff with this role can:

- Run the Expense Processing process, which stages approved expense reports to be picked up by the next Pay Cycle.

**NDU\_D\_EX\_Approver**

Staff with this role can:

- Approve Expense Reports
- Edit Accounting Date on Expense Reports (HR Sup does not have access to do edit the Accounting Date)

**NDU\_E\_TandE** (All employees)

This role is automatically assigned to all employees when their OperID is created in Financials (automated process when hired in HRMS). Staff with this role can:

- Enter Expense Reports, Travel Authorizations, and Cash Advances

## Miscellaneous Roles

**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\_BioDemoScrape** (Accounting staff – general)

Staff with this role can:

- Access custom pages used for screen scraping in Perceptive Content.

**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.

**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)
- View Only access for Suppliers

*If the CACO must assign this role, a compensating control must be on file with the NDUSO.*

*Potential Conflict: User is able to create a Purchase Order and enter Voucher.*

**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