IRIS SECURITY ROLE REFERENCE GUIDE

Updated : August 23, 2022

Introduction

The purpose of this document is to provide users with a reference providing detailed information of available IRIS security roles and the resources assigned to each security role.

The roles described in this document are limited to department users and currently does not include "central" security roles such as those assigned to the staff in DOA-Division of Finance staff. Future versions of this document will include this expanded information.

The term "resource" equates to transactions and pages/jump to codes in IRIS.

It is extremely important agencies use due diligence when assigning security roles to end users. Do NOT assign the highest level of security to all end users.

Role Assignment & Special Notes

If a user needs read-only access to Confidential transactions, select the D_CONF_READ security role.

If a user is an approver of Confidential transactions, they will need to be assigned the APPROVER_CFIN security role.

If a user is an approver of non-confidential transactions, they will need to be assigned the APPROVER_FIN security role.

If a user needs read-only access to any resource other than confidential transactions, they do not need any security roles assigned; they automatically are given the proper read-only security by submitting the IRIS Access Affidavit.

 If a user needs to create, edit, and submit transactions and/or needs to insert, delete, or otherwise maintain tables (pages) they will need the appropriate security role as explained in this document.

Roles Available to All Department Users (Blue Tabs)

SECURITY ROLE ID	SECURITY ROLE DESCRIPTION	APPLICATION	JUMP TO ROLE DETAIL
ANY	All Users - Read Only	ADM/FIN/HRM	Coming Soon!
APPROVER_CFIN	Department Confidential Transaction Approver	FIN	Go To Sheet
APPROVER_FIN	Department Transaction Approver	FIN	Go To Sheet
D_ACTPL_UPD	Department Accounting Template Add/Update	FIN	Coming Soon!
D_AP_LVL_01	Department Accounts Payable Level 1	FIN	Go To Sheet
D_AP_LVL_05	Department Accounts Payable Level 5	FIN	Go To Sheet
D_AR_LVL_01	Department Accounts Receivable Level 1	FIN	Go To Sheet
D_AR_LVL_05	Department Accounts Receivable Level 5	FIN	Go To Sheet
D_BUDGET_LVL_01	Department Budget Level 1	FIN	Go To Sheet
D_CA_LVL_01	Department Cost Accounting Level 1	FIN	Go To Sheet
D_CA_LVL_05	Department Cost Accounting Level 5	FIN	Go To Sheet
D_COA_COORD	Department Chart of Accounts Coordinator	FIN	Go To Sheet
D_CONF_READ	Department Confidential Read Only	FIN	Go To Sheet
D_CONF_UPD	Department Confidential Update	FIN	Go To Sheet
D_FA_LVL_01	Department Fixed Assets	FIN	Go To Sheet
D_GA_LVL_01	Department General Accounting Level 1	FIN	Go To Sheet
D_GA_LVL_05	Department General Accounting Level 5	FIN	Go To Sheet
D_IA_LVL_01	Department Interagency Level 1	FIN	Go To Sheet
D_LEASE_LVL_01	Leases Level 1	FIN	Go To Sheet
D_PCARD_LVL_01	Department PCard Processing Level 1	FIN	Go To Sheet
D_PROC_LVL_01	Department Procurement Level 1	FIN	Go To Sheet
D_PROC_LVL_05	Department Procurement Level 5	FIN	Go To Sheet
D_PROC_LVL_10	Department Procurement Level 10	FIN	Go To Sheet
D_TRAVEL_LVL_01	Department Travel Processing Level 1	FIN	Go To Sheet
D_TRAVEL_LVL_05	Department Travel Processing Level 5	FIN	Go To Sheet
DEPT_ACCT_INQ	HRM Department Accounting Inquiry	HRM	Go To Sheet
DEPT_AGENCY_REP	DEPT AGENCY REPRESENTATIVE	HRM	Coming Soon!
DEPT_ASD	DEPT ASD READ ONLY	HRM	Coming Soon!
DEPT_EMPL_INQ	DEPT INQUIRY - EMPLOYEE INFO	HRM	Coming Soon!
DEPT_FISCAL_APRV	DEPT FISCAL APPROVER	HRM	Coming Soon!
DEPT_FISCAL_TECH	DEPT FISCAL TECHNICIAN	HRM	Coming Soon!
DEPT_SUPERVISOR	DEPT SUPERVISOR	HRM	Coming Soon!
DEPT_TIMEKEEPER	DEPT TIMEKEEPER	HRM	Coming Soon!
DEPT_TIME_APRV	DEPT TIME APPROVER	HRM	Coming Soon!
DEPT_TIME_INQ	DEPT INQUIRY - TIMESHEET INFO	HRM	Coming Soon!
DEPT_TSG_MGR	DEPT TIMESHEET GROUP MANAGER	HRM	Coming Soon!
EMPLOYEE	EMPLOYEE	HRM	Coming Soon!

Restricted Roles (Orange Tabs)

SECURITY ROLE ID	SECURITY ROLE DESCRIPTION	APPLICATION	JUMP TO ROLE DETAIL
APPROVER_ASD	Department ASD Transaction Approver	FIN	Go To Sheet
APPROVER_CASD	Department ASD Confidential Transaction Approver	FIN	Go To Sheet
D_AP_02RB_READ	02-DOA/DRB Accounts Payable Read Only	FIN	Go To Sheet
D_AP_02RB_UPD	02-DOA/DRB Accounts Payable	FIN	Go To Sheet
D_AP_04PF_READ	04-DOR/PFD Accounts Payable Read Only	FIN	Go To Sheet
D_AP_04PF_UPD	04-DOR/PFD Accounts Payable	FIN	Go To Sheet
D_AP_05PS_READ	05-EED/ACPE PS Accounts Payable Read	FIN	Go To Sheet
D_AP_05PS_UPD	05-EED/ACPE PS Accounts Payable	FIN	Go To Sheet
D_AP_16MA_READ	16-DOH MA Accounts Payable Read Only	FIN	Go To Sheet
D_AP_16MA_UPD	16-DOH MA Accounts Payable	FIN	Go To Sheet
D_AP_16WL_READ	16-DOH WL Accounts Payable Read Only	FIN	Go To Sheet
D_AP_16WL_UPD	16-DOH WL Accounts Payable	FIN	Go To Sheet
D_INTCA_25DOT	25-DOT Internal Cost Accounting	FIN	Go To Sheet
D_TMEQ_25DOT	25-DOT Department Time & Equipment	FIN	Go To Sheet
D_UDOC_LVL_01	Department UDOC Creation (IRIS Security)	ADM	Go To Sheet
D_VENDOR_LVL_01	Department Vendor Creation & Maintenance	FIN	Go To Sheet
D_WHSE_CONS	Warehouse Consumption (25-DOT)	FIN	Go To Sheet
D_WHSE_REQ	Warehouse Requestor (25-DOT)	FIN	Go To Sheet
D_WHSE_CONSPRCH	Warehouse Consumption/Purchase (09-MVA/25-DOT)	FIN	Go To Sheet
D_WHSE_PRCH	Warehouse Purchase (09-MVA)	FIN	Go To Sheet
INTERFACE	Interface Certification	FIN	Go To Sheet
SOA_CONF_READ	All Departments Confidential Transactions Read	FIN	Go To Sheet
SOA_NOCONF_READ	All Departments Non-Confidential Transactions Read	HRM	Coming Soon!

Central Security Roles (Green Tabs)

SECURITY ROLE ID	SECURITY ROLE DESCRIPTION	APPLICATION	JUMP TO ROLE DETAIL
APPROVER_OPPM	02-DOA/OPPM Transaction Approver	FIN	Go To Sheet
C_FA_OPPM	02-DOA/OPPM Fixed Assets	FIN	Go To Sheet
C_PROC_LVL_01	02-DOA/OPPM Procurement Level 01	FIN	Go To Sheet
C_PROC_LVL_05	02-DOA/OPPM Procurement Level 05	FIN	Go To Sheet
C_PROC_LVL_10	02-DOA/OPPM Procurement Level 10	FIN	Go To Sheet
C_SSOA_APPROVER	02-DOA/SSOA Approver	FIN/HRM	Go To Sheet
C_SSOA_UPD	02-DOA/SSOA Security	FIN/HRM	Go To Sheet
DOR_CASH_MGMT	04-DOR Cash Management	FIN	Go To Sheet
01_OMB_INQ	01-GOV/OMB INQUIRY	HRM	Coming Soon!
02_DRB_DED_APRV	02-DOA/DRB DEDUCTION APPROVER	HRM	Coming Soon!
02_DRB_DED_TECH	02-DOA/DRB DEDUCTION TECHNICIAN	HRM	Coming Soon!
02_DRB_INQ	02-DOA/DRB INQUIRY	HRM	Coming Soon!
02_DRB_LOAD_APRV	DRB INTERFACES APPROVER	HRM	Coming Soon!
02_DRM_INQ	02-DOA/DRM INQUIRY	HRM	Coming Soon!
05_ACPE_DED_APRV	05-EED/ACPE DEDUCTION APPROVER	HRM	Coming Soon!
05_ACPE_DED_TECH	05-EED/ACPE DEDUCTION TECHNICIAN	HRM	Coming Soon!
05_ACPE_HR	05-EED/ACPE AGENCY HR	HRM	Coming Soon!
ACS_HR	41-ACS AGENCY PAYROLL/HR	HRM	Coming Soon!
APPROVER_CEN_FIN	CENTRAL TRANSACTION APPROVER	FIN	Coming Soon!
C_DOF_AS_LVL_01	FCENTRAL 02-DOA/DOF ACCTSVCS (LVL 01)	FIN	Coming Soon!
C_DOF_BFYSTG	CENTRAL 02-DOA/DOF BFY STAGING	FIN	Coming Soon!
C_DOF_IRISFINPRO	FDOF IRIS FIN/PRO TEAM	ALL	Coming Soon!
C_DOF_IRISHRM	FCENTRAL 02-DOA/DOF IRIS HRM TEAM	ALL	Coming Soon!
C_DOF_IRISSWAT	AFCENTRAL 02-DOA/DOF IRIS SECURITY/WF TEAM	ALL	Coming Soon!
C_DOF_IRISTECH	AFCENTRAL 02-DOA/DOF IRIS TECH TEAM	ALL	Coming Soon!
C_DOF_IRISUSRSEC	AFCENTRAL 02-DOA/DOF IRIS USER SECURITY	ALL	Coming Soon!
C_DOF_PCARD_ADM	CENTRAL 02-DOA/DOF PCARD ADMINISTRATION	FIN	Coming Soon!
C_DOF_PR_LVL_01	CENTRAL 02-DOA/DOF PR PROD SUPPORT (LVL 01)	FIN/HRM	Coming Soon!
C_DOF_PR_LVL_05	CENTRAL 02-DOA/DOF PR PROD TECH (LVL 05)	FIN/HRM	Coming Soon!
C_DOF_PR_LVL_10	CENTRAL 02-DOA/DOF PR PROD SPEC (LVL 10)	FIN/HRM	Coming Soon!
C_DOF_PR_LVL_15	CENTRAL 02-DOA/DOF PR PROD MGR (LVL 15)	FIN/HRM	Coming Soon!
C_DOF_SYSADMIN	CENTRAL 02-DOA/DOF SYSTEMS ADMINISTRATION	ADM/FIN/HRM	Coming Soon!
C_DOF_W2REPORT	CENTRAL 02-DOA/DOF PR PROD W2 PROCESSES	HRM	Coming Soon!
DOC_TEMPL_ESMT	ESMT DOCUMENT TEMPLATE ROLE	HRM	Coming Soon!
DOC_TEMPL_HRDOC	HRDOC DOCUMENT TEMPLATE ROLE	HRM	Coming Soon!
DOC_TEMPL_MISC	MISC DOCUMENT TEMPLATE ROLE	HRM	Coming Soon!
DOC_TEMPL_OTDED	OTDED DOCUMENT TEMPLATE ROLE	HRM	Coming Soon!
DOC_TEMPL_PSMT	PSMT DOCUMENT TEMPLATE ROLE	HRM	Coming Soon!
DOF_AS_ADMIN	CENTRAL 02-DOA/DOF ACTG SVCS ADMIN	FIN	Coming Soon!
DOP_AGENCY_HR	CENTRAL 02-DOA/DOP AGENCY HR	HRM	Coming Soon!
DOP_CLASS	CENTRAL 02-DOA/DOP CLASSIFICATION	HRM	Coming Soon!
DOP_CLASS_APRV	CENTRAL 02-DOA/DOP CLASSIFICATION APRV	HRM	Coming Soon!
DOP_EFF_DED_TECH	10-DNR EFF DEDUCTION TECHNICIAN	HRM	Coming Soon!
DOP_EPIC	CENTRAL 02-DOA/DOP EPIC	HRM	Coming Soon!
DOP_EPIC_REPORTS	CENTRAL 02-DOA/DOP EPIC REPORTS	HRM	Coming Soon!
DOP_LABOR_REL	LABOR RELATIONS	HRM	Coming Soon!
DOP_PYRL_APRV	CENTRAL 02-DOA/DOF PR SVCS APRV (LVL 10)	HRM	Coming Soon!
DOP_PYRL_MGR	CENTRAL 02-DOA/DOF PR SVCS MANAGER (LVL 15)	HRM	Coming Soon!
DOP_PYRL_SUPPORT	CENTRAL 02-DOA/DOF PR SVCS SUPPORT (LVL 01)	HRM	Coming Soon!
DOP_PYRL_TECH	CENTRAL 02-DOA/DOF PR SVCS TECH (LVL 05)	HRM	Coming Soon!
DOP_RECRUIT_SVCS	CENTRAL 02-DOA/DOP RECRUITMENT SERVICES	HRM	Coming Soon!

DOP_TIME_APRV	CENTRAL 02-DOA/DOF PR SVCS TIMESHEET APRV	HRM	Coming Soon!
GOV_HR	01-GOV AGENCY PAYROLL/HR	HRM	Coming Soon!
HRM_ANY	ANY ROLE FOR HR STAFF	HRM	Coming Soon!
LAU_HR	30-LEG/LAU PAYROLL/HR	HRM	Coming Soon!
LEG_HR	30-LEG/LAA PAYROLL/HR	HRM	Coming Soon!

Department Transaction Approver
APPROVER_FIN / APPROVER_CFIN

Updated : August 23, 2022

Introduction
These security roles allows the user to take the action of "Approve" or "Reject All" on IRIS Financial and Procurement

Role Assignment
These security role is available to users in all departments.

Special Notes
The APPROVER_FIN grants the assignee access to most IRIS Financial and Procurement transactions. If the user also needs to approve transactions that have been identified as Confidential the assignment of the APPROVER_CFIN security role is necessary. There are no restrictions on whether a user can be assigned both of these roles.

Resources Granted

JUMP TO :

APPROVER_FIN

PAGE CODE	RESOURCE NAME	CATEGORY	RESOURCE TYPE	WORKFLOW REQUIRED
BGDE70	DEPARTMENTAL OPERATING EXPENSE BUDGET 70	Budgeting	Transactions	Yes
BGDE72	DEPARTMENTAL CAPITAL EXPENSE BUDGET 7	Budgeting	Transactions	Yes
BGE70	CENTRAL OPERATING EXPENSE BUDGET 70	Budgeting	Transactions	Yes
BGE72	CENTRAL CAPITAL EXPENSE BUDGET 72	Budgeting	Transactions	Yes
BGP74	PROGRAM BY APPROPRIATION AND LINE ITEI	Budgeting	Transactions	Yes
BGP75	PROGRAM PHASE BY APPROPRIATION AND LI	Budgeting	Transactions	Yes
BGPDR	PROGRAM PERIOD REIMBURSABLE BUDGET :	Budgeting	Transactions	Yes
BGPHR	PROGRAM PHASE REIMBURSABLE BUDGET 4	Budgeting	Transactions	Yes
BGR71	CENTRAL OPERATING REVENUE BUDGET 71	Budgeting	Transactions	Yes
BGR73	CENTRAL CAPITAL REVENUE BUDGET 73	Budgeting	Transactions	Yes
CACR1	DEPT COST ACCOUNTING CASH RECEIPT (CA(	Accounts Receivable	Transactions	Yes
CACR2	DEPT COST ACCOUNTING CASH RECEIPT W/C	Accounts Receivable	Transactions	Yes
CAM	COST ACCOUNTING MODIFICATION	Cost Accounting	Transactions	Yes
CARE	COST ACCOUNTING RECEIVABLE	Accounts Receivable	Transactions	Yes
CAS	COST ACCOUNTING SETUP	Cost Accounting	Transactions	Yes
CEC	COMM ENCUMBRANCE CORRECTION	Accounts Payable	Transactions	Yes
CH5	INTERNAL COST BILLINGS	Cost Accounting	Transactions	Yes
CH6	COST ACCOUNTING EXPENDITURE CORRECTI	Cost Accounting	Transactions	Yes
CH8	INTERFACE CHARGE TRANSACTION	Cost Accounting	Transactions	Yes
CI	ISSUE CONFIRMATION	Inventory	Transactions	Yes
CMR	CONTRACT MODIFICATION REQUEST	Procurement	Transactions	Yes
CR1	DEPARTMENT CASH RECEIPT	Accounts Receivable	Transactions	Yes
CR2	DEPARTMENT CASH RECEIPT	Accounts Receivable	Transactions	Yes
CT	CONTRACT	Procurement	Transactions	Yes
DA	DEBT ACCOUNTING	Debt Management	Transactions	Yes
DEBTSC	DEBT STATUS CHANGE	Debt Management	Transactions	Yes

Resources Granted

APPROVER_FIN

PAGE CODE	RESOURCE NAME	CATEGORY	RESOURCE TYPE	WORKFLOW REQUIRED
DGAX	DEBT MANAGEMENT GENERAL ACCOUNTING	General Accounting	Transactions	Yes
DO	DELIVERY ORDER	Procurement	Transactions	Yes
DX	DISBURSEMENT REVISION	General Accounting	Transactions	Yes
EV	EVALUATION TRANSACTION	Procurement	Transactions	Yes
EVB	BID EVALUATION	Procurement	Transactions	Yes
EVP	PROPOSAL EVALUATION	Procurement	Transactions	Yes
EVT	EVALUATOR	Procurement	Transactions	Yes
FA	FIXED ASSET ACQUISITION	Fixed Asset	Transactions	Yes
FC	FIXED ASSET CANCELLATION	Fixed Asset	Transactions	Yes
FD	FIXED ASSET DISPOSITION	Fixed Asset	Transactions	Yes
FI	FIXED ASSET INCREASE/DECREASE	Fixed Asset	Transactions	Yes
FM	FIXED ASSET MODIFICATION	Fixed Asset	Transactions	Yes
FN	FIXED ASSET INTENT	Fixed Asset	Transactions	Yes
FT	FIXED ASSET TRANSFER	Fixed Asset	Transactions	Yes
FX	FIXED ASSET TYPE CHANGE	Fixed Asset	Transactions	Yes
GAE	GENERAL ACCOUNTING ENCUMB	General Accounting	Transactions	Yes
GAE1	VENDOR ADJUSTMENTS ONLY	General Accounting	Transactions	Yes
GAEC	GA ENCUMBRANCE CORRECTION	General Accounting	Transactions	Yes
GAX	GENERAL ACCOUNTING EXPENSE	General Accounting	Transactions	Yes
IA	INVENTORY ADJUSTMENT	Inventory	Transactions	Yes
IC	INVENTORY CORRECTION	Inventory	Transactions	Yes
ICT	INTERNAL COSTING USAGE TRANSACTION	Cost Accounting	Transactions	Yes
IET	INTERNAL EXCHANGE TRANSACTION	General Accounting	Transactions	Yes
IKM	IN KIND MATCH	Cost Accounting	Transactions	Yes
IN	INVOICE	Procurement	Transactions	Yes
INVSS	INVOICE CREATED IN VSS	Procurement	Transactions	Yes
IPO	INTERNAL PURCHASE ORDER	General Accounting	Transactions	Yes
IPO2	INTERNAL PURCHASE ORDER	General Accounting	Transactions	Yes
IRFP	INFORMAL REQUEST FOR PROPOSALS	Procurement	Transactions	Yes
ITA	INTERNAL TRANSACTION AGREEMENT	General Accounting	Transactions	Yes
ITB	INVITATION TO BID	Procurement	Transactions	Yes
ITI	INTERNAL TRANSACTION INITIATOR	General Accounting	Transactions	Yes
JVA	ADVANCED JOURNAL VOUCHER	General Accounting	Transactions	Yes
JVC	COST ACCOUNTING JOURNAL VOUCHER	General Accounting	Transactions	Yes
LEASEM	LEASE MODIFICATION	Debt Management	Transactions	Yes
LEASES	LEASE SETUP	Debt Management	Transactions	Yes
MA	MASTER AGREEMENT	Procurement	Transactions	Yes
MDFW	MANUAL DISBURSEMENT FIELD WARRANT	Accounts Payable	Transactions	Yes
MDHW	MANUAL DISBURSEMENT HANDWRITE	Accounts Payable	Transactions	Yes
MDMA	MA MANUAL DISBURSEMENT MEDICAL ASSIS	Accounts Payable	Transactions	Yes
MDPF	MANUAL DISBURSEMENT PERMANENT FUND	Accounts Payable	Transactions	Yes
MDPS	MANUAL DISBURSEMENT ACPE (PS)	Accounts Payable	Transactions	Yes
MDRB	MANUAL DISBURSEMENT RETIREMENT & BEI	Accounts Payable	Transactions	Yes
MDWL	MANUAL DISBURSEMENT WELFARE (WL)	Accounts Payable	Transactions	Yes
MMR	MASTER AGREEMENT MODIFICATION REQUE	Procurement	Transactions	Yes
OC	OVER-THE-COUNTER	Inventory	Transactions	Yes

Resources Granted

APPROVER_FIN

PAGE CODE	RESOURCE NAME	CATEGORY	RESOURCE TYPE	WORKFLOW REQUIRED
PCGAX	GENERAL ACCOUNTING EXPENSE	General Accounting	Transactions	Yes
PE	PERFORMANCE EVALUATION	Procurement	Transactions	Yes
PI	PICK AND ISSUE	Inventory	Transactions	Yes
PO	PURCHASE ORDER	Procurement	Transactions	Yes
PO3	GRANT GIVEN	Procurement	Transactions	Yes
PRC	PYMT REQUEST-COMMODITY BASED	Accounts Payable	Transactions	Yes
PRCC	PROCUREMENT CARD PAYMENT REQUEST	Accounts Payable	Transactions	Yes
PREXP	PAYROLL EXPENDITURE	Payroll	Transactions	Yes
PRM	MATCHING PR - NORMAL	Accounts Payable	Transactions	Yes
RAP	REQUEST FOR ALTERNATIVE PROCUREMENT	Procurement	Transactions	Yes
RC	RECEIVER	Procurement	Transactions	Yes
RE	RECEIVABLE	Accounts Receivable	Transactions	Yes
RFI	REQUEST FOR INFORMATION	Procurement	Transactions	Yes
RFP	REQUEST FOR PROPOSALS	Procurement	Transactions	Yes
RFQ	REQUEST FOR QUOTES	Procurement	Transactions	Yes
RN	RENEWAL	Procurement	Transactions	Yes
RQS	STANDARD REQUISITION	Procurement	Transactions	Yes
RS	STAND ALONE RECEIVER	Procurement	Transactions	Yes
RTGPF	RETAINAGE PAYMENT FORFEITURE	General Accounting	Transactions	Yes
SN	STOCK RETURN	Inventory	Transactions	Yes
SR	SOLICITATION RESPONSE	Procurement	Transactions	Yes
SRQ	STOCK REQUEST	Inventory	Transactions	Yes
SRR1	SEED RESTRICTED REVENUE	Budgeting	Transactions	Yes
TAPO	TRAVEL PURCHASE ORDER	Procurement	Transactions	Yes
TAPRC	PYMT REQUEST-COMMODITYBASED	Accounts Payable	Transactions	Yes
TM	TERMINATION	Procurement	Transactions	Yes
TRQS	TRAVEL STANDARD REQUISITION	Procurement	Transactions	Yes
UR	UNIVERSAL REQUESTOR	Procurement	Transactions	Yes

APPROVER_CFIN

PAGE CODE	RESOURCE NAME	CATEGORY	RESOURCE TYPE	WORKFLOW REQUIRED
CAD	CONFIDENTIAL WARRANT AUTOMATIC DISBURSEMENT	Accounts Payable	Transactions	Yes
CDX	CONFIDENTIAL DISBURSEMENT REVISION	General Accounting	Transactions	Yes
CEFT	CONFIDENTIAL WARRANT EFT	Accounts Payable	Transactions	Yes
CGAE	CONFIDENTIAL GENERAL ACCOUNTING ENCUMB	General Accounting	Transactions	Yes
CGAX	CONFIDENTIAL WARRANT GENERAL ACCT EXPENDITURE	General Accounting	Transactions	Yes
CMD	CONFIDENTIAL MANUAL DISBURSEMENT	Accounts Payable	Transactions	Yes
CPRC	PAYMENT REQUEST - COMMODITY BASED - CONFIDENTIAL WARRANT	Accounts Payable	Transactions	Yes

Department Accounts Payable

D_AP_LVL_01 / D_AP_LVL_05

Updated : August 23, 2022

Introduction

These security role(s) include resources associated with accounts payable functions performed at the department level.

Role Assignment

These security role(s) are available to users in all departments.

Special Notes

There are two levels of access for this functional area role, **Level 01 (D_AP_LVL_01)** is the lowest level and **Level 05 (D_AP_LVL_05)** is the highest level of access. Each level builds upon the previous level of access, so resources defined at Level 01 are available to the higher level role(s).

Users will not be assigned multiple levels of functional security roles. Requests for higher-level access will result in the removal of the lower-level role.

Resources Granted

LEVEL 01 - D_AP_LVL_01

PAGE CODE	RESOURCE NAME	CATEGORY	RESOURCE TYPE	WORKFLOW REQUIRED
CH8	INTERFACE CHARGE TRANSACTION	Cost Accounting	Transactions	Yes
DX	DISBURSEMENT REVISION	General Accounting	Transactions	Yes
FDT	FUTURE TRANSACTION TRIGGERING	General Accounting	Reference Tables	Yes
GAE	GENERAL ACCOUNTING ENCUMB	General Accounting	Transactions	Yes
GAE1	VENDOR ADJUSTMENTS ONLY	General Accounting	Transactions	Yes
GAEC	GA ENCUMBRANCE CORRECTION	General Accounting	Transactions	Yes
GAX	GENERAL ACCOUNTING EXPENSE	General Accounting	Transactions	Yes
IN	INVOICE	Procurement	Transactions	Yes
INVSS	INVOICE CREATED IN VSS	Procurement	Transactions	Yes
MDFW	MANUAL DISBURSEMENT FIELD WARRANT	Accounts Payable	Transactions	Yes
MDHW	MANUAL DISBURSEMENT HANDWRITE	Accounts Payable	Transactions	Yes
PCGAX	GENERAL ACCOUNTING EXPENSE	General Accounting	Transactions	Yes
PRC	PYMT REQUEST-COMMODITY BASED	Accounts Payable	Transactions	Yes
PRM	MATCHING PR - NORMAL	Accounts Payable	Transactions	Yes

LEVEL 05 - D_AP_LVL_05 (INCLUDES ALL RESOURCES DEFINED FOR LEVEL 01)

PAGE CODE	RESOURCE NAME	CATEGORY	RESOURCE TYPE	WORKFLOW REQUIRED
CEC	COMM ENCUMBRANCE CORRECTION	Accounts Payable	Transactions	Yes

Department Accounts Receivable

D_AR_LVL_01 / D_AR_LVL_05

Updated : August 23, 2022

Introduction

These security role(s) include resources associated with accounts receivable functions performed at the department level.

Role Assignment

These security role(s) are available to users in all departments.

Special Notes

There are two levels of access for this functional area role, **Level 01 (D_AR_LVL_01)** is the lowest level and **Level 05 (D_AR_LVL_05)** is the highest level of access. Each level builds upon the previous level of access, so resources defined at Level 01 are available to the higher level role(s).

Users will not be assigned multiple levels of functional security roles. Requests for higher-level access will result in the removal of the lower-level role.

Resources Granted

LEVEL 01 - D_AR_LVL_01

PAGE CODE	RESOURCE NAME	CATEGORY	RESOURCE TYPE	WORKFLOW REQUIRED
CACR1	DEPT COST ACCOUNTING CASH RECEIPT (CACR1)	Accounts Receivable	Transactions	Yes
CACR2	DEPT COST ACCOUNTING CASH RECEIPT W/CARE	Accounts Receivable	Transactions	Yes
CARE	COST ACCOUNTING RECEIVABLE	Accounts Receivable	Transactions	Yes
CR1	DEPARTMENT CASH RECEIPT	Accounts Receivable	Transactions	Yes
CR2	DEPARTMENT CASH RECEIPT	Accounts Receivable	Transactions	Yes
FDT	FUTURE TRANSACTION TRIGGERING	General Accounting	Reference Tables	N/A
PPPT	PAYMENT PLAN PRINT	Accounts Receivable	Reference Tables	N/A
RE	RECEIVABLE	Accounts Receivable	Transactions	Yes

LEVEL 05 - D_AR_LVL_01 (INCLUDES ALL RESOURCES DEFINED FOR LEVEL 01)

PAGE CODE	RESOURCE NAME	CATEGORY	RESOURCE TYPE	WORKFLOW REQUIRED
BILLR	BILLING RATE	Accounts Receivable	Reference Tables	N/A
BINST	BILLING INSTRUCTION	Accounts Receivable	Reference Tables	N/A
DBPRO	DEPARTMENT BILLING PROFILE	Accounts Receivable	Reference Tables	N/A
DNGM	DUNNING MESSAGE	Accounts Receivable	Reference Tables	N/A

Department Budget

D_BUDGET_LVL_01

Updated : August 23, 2022

Introduction

This security role include resources associated with budget functions performed at the department level.

Role Assignment

This security role is available to users in all departments.

Resources Granted

PAGE CODE	RESOURCE NAME	CATEGORY	RESOURCE TYPE	WORKFLOW REQUIRED
BGDE70	DEPARTMENTAL OPERATING EXPENSE BUDGET 70	Budgeting	Transactions	Yes
BGDE72	DEPARTMENTAL CAPITAL EXPENSE BUDGET 72	Budgeting	Transactions	Yes
BGE70	CENTRAL OPERATING EXPENSE BUDGET 70	Budgeting	Transactions	Yes
BGE72	CENTRAL CAPITAL EXPENSE BUDGET 72	Budgeting	Transactions	Yes
BGR71	CENTRAL OPERATING REVENUE BUDGET 71	Budgeting	Transactions	Yes
BGR73	CENTRAL CAPITAL REVENUE BUDGET 73	Budgeting	Transactions	Yes
DA	DEBT ACCOUNTING	Debt Management	Transactions	Yes
SRR1	SEED RESTRICTED REVENUE	Budgeting	Transactions	Yes

Department Cost Accounting

D_CA_LVL_01 / D_CA_LVL_05

Updated : August 23, 2022

Introduction

These security role(s) include resources associated with cost accounting performed at the department level.

Role Assignment

These security role(s) are available to users in all departments.

Special Notes

There are two levels of access for this functional area role, **Level 01 (D_CA_LVL_01)** is the lowest level and **Level 05 (D_CA_LVL_05)** is the highest level of access. Each level builds upon the previous level of access, so resources defined at Level 01 are available to the higher level role(s).

Users will not be assigned multiple levels of functional security roles. Requests for higher-level access will result in the removal of the lower-level role.

Resources Granted

LEVEL 01 - D_CA_LVL_01

PAGE CODE	RESOURCE NAME	CATEGORY	RESOURCE TYPE	WORKFLOW REQUIRED
BGP74	PROGRAM BY APPROPRIATION AND LINE ITEM 74	Budgeting	Transactions	Yes
BGP75	PROGRAM PHASE BY APPROPRIATION AND LINE ITEM 75	Budgeting	Transactions	Yes
BGPDR	PROGRAM PERIOD REIMBURSABLE BUDGET 39	Budgeting	Transactions	Yes
BGPHR	PROGRAM PHASE REIMBURSABLE BUDGET 40	Budgeting	Transactions	Yes
CAM	COST ACCOUNTING MODIFICATION	Cost Accounting	Transactions	Yes
CACR1	DEPT COST ACCOUNTING CASH RECEIPT (CACR1)	Accounts Receivable	Transactions	Yes
CACR2	DEPT COST ACCOUNTING CASH RECEIPT W/CARE	Accounts Receivable	Transactions	Yes
CARE	COST ACCOUNTING RECEIVABLE	Accounts Receivable	Transactions	Yes
CAS	COST ACCOUNTING SETUP	Cost Accounting	Transactions	Yes
CH6	COST ACCOUNTING EXPENDITURE CORRECTION	Cost Accounting	Transactions	Yes
CH8	INTERFACE CHARGE TRANSACTION	Cost Accounting	Transactions	Yes
CR1	DEPARTMENT CASH RECEIPT	Accounts Receivable	Transactions	Yes
CR2	DEPARTMENT CASH RECEIPT	Accounts Receivable	Transactions	Yes
IKM	IN KIND MATCH	Cost Accounting	Transactions	Yes
JVC	COST ACCOUNTING JOURNAL VOUCHER	General Accounting	Transactions	Yes
RE	RECEIVABLE	Accounts Receivable	Transactions	Yes

Department Cost Accounting

D_CA_LVL_01 / D_CA_LVL_05

Updated : August 23, 2022

LEVEL 05 - D_CA_LVL_05 (INCLUDES ALL RESOURCES DEFINED FOR LEVEL 01)

PAGE CODE	RESOURCE NAME	CATEGORY	RESOURCE TYPE	WORKFLOW REQUIRED
FACPER	CONSTRUCTION EXPENDITURE RECONCILIATION	Cost Accounting	Reference Tables	N/A
FACPERD	CONSTRUCTION EXPENDITURE RECONCILIATION DETAIL	Cost Accounting	Reference Tables	N/A
FHWACLN	FHWA REJECTION RECORDS	Cost Accounting	Reference Tables	N/A
FPI1	FUNDING PROFILE INFERENCE 1	Cost Accounting	Reference Tables	N/A
FPI2	FUNDING PROFILE INFERENCE 2	Cost Accounting	Reference Tables	N/A
FPI3	FUNDING PROFILE INFERENCE 3	Cost Accounting	Reference Tables	N/A
FPI4	FUNDING PROFILE INFERENCE 4	Cost Accounting	Reference Tables	N/A
FPI5	FUNDING PROFILE INFERENCE 5	Cost Accounting	Reference Tables	N/A
FPI6	FUNDING PROFILE INFERENCE 6	Cost Accounting	Reference Tables	N/A
FPIAL	FUNDING PROFILE INFERENCE BY ACTIVITY AND LOCATION	Cost Accounting	Reference Tables	N/A
FPRFLST	FUNDING PROFILE SELECT	Cost Accounting	Reference Tables	N/A
MJPGRP	MAJOR PROGRAM GROUP	Cost Accounting	Reference Tables	N/A
MJPRG	MAJOR PROGRAM	Cost Accounting	Reference Tables	N/A
MJPTYP	MAJOR PROGRAM TYPE	Cost Accounting	Reference Tables	N/A
OVDRTEXP	OVERHEAD RATE EXCEPTION	Cost Accounting	Reference Tables	N/A
PFPI	PROJECT FUNDING PROFILE INFERENCE	Chart of Accounts	Reference Tables	N/A
PGRP	PROGRAM GROUP	Cost Accounting	Reference Tables	N/A
PHASE	PHASE	Cost Accounting	Reference Tables	N/A
PHPRG	PROGRAM PHASE	Cost Accounting	Reference Tables	N/A
PPC	PROGRAM PERIOD	Cost Accounting	Reference Tables	N/A
PROG	PROGRAM	Cost Accounting	Reference Tables	N/A
PTYP	PROGRAM TYPE	Cost Accounting	Reference Tables	N/A
STPFST	STAGE PROFILE SELECT	Cost Accounting	Reference Tables	N/A

Department Chart of Accounts Coordinator
D_COA_COORD
Updated : August 23, 2022

Introduction
This security role includes resources associated with department chart of accounts (COA) elements.

Role Assignment
This security role is available to users in all departments.

Resources Granted

PAGE CODE	RESOURCE NAME	CATEGORY	RESOURCE TYPE	WORKFLOW REQUIRED
ACAT	ACTIVITY CATEGORY	Chart of Accounts	Reference Tables	N/A
ACLS	ACTIVITY CLASS	Chart of Accounts	Reference Tables	N/A
ACTV	ACTIVITY	Chart of Accounts	Reference Tables	N/A
DOCAT	DEPARTMENT OBJECT CATEGORY	Chart of Accounts	Reference Tables	N/A
DOTYP	DEPARTMENT OBJECT TYPE	Chart of Accounts	Reference Tables	N/A
FNCAT	FUNCTION CATEGORY	Chart of Accounts	Reference Tables	N/A
FNCLS	FUNCTION CLASS	Chart of Accounts	Reference Tables	N/A
FUNC	FUNCTION	Chart of Accounts	Reference Tables	N/A
LCAT	LOCATION CATEGORY	Chart of Accounts	Reference Tables	N/A
LCLS	LOCATION CLASS	Chart of Accounts	Reference Tables	N/A
LOC	LOCATION	Chart of Accounts	Reference Tables	N/A
SACTV	SUB ACTIVITY	Chart of Accounts	Reference Tables	N/A
SFUNC	SUB FUNCTION	Chart of Accounts	Reference Tables	N/A
SLOC	SUB LOCATION	Chart of Accounts	Reference Tables	N/A
STASK	SUB TASK	Cost Accounting	Reference Tables	N/A
TASK	TASK	Cost Accounting	Reference Tables	N/A
PGRP	PROGRAM GROUP	Cost Accounting	Reference Tables	N/A
PHASE	PHASE	Cost Accounting	Reference Tables	N/A

Department Confidential Information

D_CONF_READ / D_CONF_UPD

Updated : August 23, 2022

Introduction

These security role includes resources that contain payment data considered confidential. If users need to create/edit confidential transactions, they will need to be assigned the associated UPD security role.

Role Assignment

This security role is available to users in all departments, however not all departments have confidential transactions.

Special Notes

It is not necessary to assign both levels of these roles. The READ and UPD roles contain all the same resources.

Resources Granted

PAGE CODE	RESOURCE NAME	CATEGORY	RESOURCE TYPE	WORKFLOW REQUIRED
CAD	CONFIDENTIAL WARRANT AUTOMATIC DISBURSEMENT	Accounts Payable	Transactions	Yes
CDX	CONFIDENTIAL DISBURSEMENT REVISION	General Accounting	Transactions	Yes
CEFT	CONFIDENTIAL WARRANT EFT	Accounts Payable	Transactions	Yes
CGAE	CONFIDENTIAL GENERAL ACCOUNTING ENCUMB	General Accounting	Transactions	Yes
CGAX	CONFIDENTIAL WARRANT GENERAL ACCT EXPENDITURE	General Accounting	Transactions	Yes
CMD	CONFIDENTIAL MANUAL DISBURSEMENT	Accounts Payable	Transactions	No Longer Created
CPRC	PAYMENT REQUEST - COMMODITY BASED - CONFIDENTIAL WARRANT	Accounts Payable	Transactions	Yes

Department Fixed Assets

D_FA_LVL_01

Updated : August 23, 2022

Introduction

This security role is assigned to users who responsible who are property custodians and other staff responsible for tracking fixed assets and tagged property. The role includes the ability to create transactions associated with Capital Fixed Assets which are tracked by DOF Accounting Services for the Annual Comprehensive Financial Report (ACFR).

Role Assignment

This security role is available to users in all departments.

Resources Granted

PAGE CODE	RESOURCE NAME	CATEGORY	RESOURCE TYPE	WORKFLOW REQUIRED
FA	FIXED ASSET ACQUISITION	Fixed Asset	Transactions	Yes
FC	FIXED ASSET CANCELLATION	Fixed Asset	Transactions	Yes
FD	FIXED ASSET DISPOSITION	Fixed Asset	Transactions	Yes
FI	FIXED ASSET INCREASE/DECREASE	Fixed Asset	Transactions	Yes
FM	FIXED ASSET MODIFICATION	Fixed Asset	Transactions	Yes
FN	FIXED ASSET INTENT	Fixed Asset	Transactions	Yes
FT	FIXED ASSET TRANSFER	Fixed Asset	Transactions	Yes
FX	FIXED ASSET TYPE CHANGE	Fixed Asset	Transactions	Yes

Department General Accounting

D_GA_LVL_01 / D_GA_LVL_05

Updated : August 23, 2022

Introduction

These security role(s) include resources associated with internal transactions performed at the department level.

Role Assignment

These security role(s) are available to users in all departments.

Special Notes

There are two levels of access for this functional area role, **Level 01 (D_GA_LVL_01)** is the lowest level and **Level 05 (D_GA_LVL_05)** is the highest level of access. Each level builds upon the previous level of access, so resources defined at Level 01 are available to the higher level role(s).

Resources Granted

LEVEL 01 - D_GA_LVL_01

PAGE CODE	RESOURCE NAME	CATEGORY	RESOURCE TYPE	WORKFLOW REQUIRED
ITA	INTERNAL TRANSACTION AGREEMENT	General Accounting	Transactions	Yes
ITI	INTERNAL TRANSACTION INITIATOR	General Accounting	Transactions	Yes

LEVEL 05 - D_GA_LVL_05 (INCLUDES ALL RESOURCES DEFINED FOR LEVEL 01)

PAGE CODE	RESOURCE NAME	CATEGORY	RESOURCE TYPE	WORKFLOW REQUIRED
JVA	ADVANCED JOURNAL VOUCHER	General Accounting	Transactions	Yes

Department Interagency Receipts

D_IA_LVL_01

Updated : August 23, 2022

Introduction

This security role is assigned to users who are responsible for interagency receipts.

Role Assignment

This security role is available to users in all departments.

Resources Granted

PAGE CODE	RESOURCE NAME	CATEGORY	RESOURCE TYPE	WORKFLOW REQUIRED
IET	INTERNAL EXCHANGE TRANSACTION	General Accounting	Transactions	Yes
IPO	INTERNAL PURCHASE ORDER	General Accounting	Transactions	Yes
IPO2	INTERNAL PURCHASE ORDER	General Accounting	Transactions	Yes
ITA	INTERNAL TRANSACTION AGREEMENT	General Accounting	Transactions	Yes
ITI	INTERNAL TRANSACTION INITIATOR	General Accounting	Transactions	Yes
PO3	GRANT GIVEN	Procurement	Transactions	Yes

Department Leases

D_LEASE_LVL_01

Updated : August 23, 2022

Introduction

This security role is assigned to users who are responsible for Debt Management and Leases functions at the department

Role Assignment

This security role is available to users in all departments.

Resources Granted

PAGE CODE	RESOURCE NAME	CATEGORY	RESOURCE TYPE	WORKFLOW REQUIRED
DA	DEBT ACCOUNTING	Debt Management	Transactions	Yes
DEBTSC	DEBT STATUS CHANGE	Debt Management	Transactions	Yes
DGAX	DEBT MANAGEMENT GENERAL ACCOUNTING EXPENSE	General Accounting	Transactions	Yes
DPRC	DEBT MANAGEMENT PYMT REQUEST-COMMODITYBASED	Accounts Payable	Transactions	Yes
DRE	DEBT MANAGEMENT RECEIVABLE	Accounts Receivable	Transactions	Yes
GAX	GENERAL ACCOUNTING EXPENSE	General Accounting	Transactions	Yes
LEASE	LEASE REGISTRY	Debt Management	Inquiries	N/A
LEASEM	LEASE MODIFICATION	Debt Management	Transactions	Yes
LEASES	LEASE SETUP	Debt Management	Transactions	Yes
LSAUTH	LEASE AUTHORIZATION REGISTRY	Debt Management	Inquiries	N/A
LSEHIST	LEASE HISTORY	Debt Management	Inquiries	N/A

Department PCard Processing

D_PCARD_LVL_01

Updated : August 23, 2022

Introduction

This security role is assigned to users who are responsible for clearing PCard charges at the department level.

Role Assignment

This security role is available to users in all departments.

Resources Granted

PAGE CODE	RESOURCE NAME	CATEGORY	RESOURCE TYPE	WORKFLOW REQUIRED
PRCC	PROCUREMENT CARD PAYMENT REQUEST	Accounts Payable	Transactions	Yes
PRCUA	PROCUREMENT CARD ADMINISTRATION	Accounts Payable	Reference Tables	N/A
PRCUT	PAID PROCUREMENT CARD TRANSACTION	Accounts Payable	Reference Tables	N/A
PRCUU	UNPROCESSED PROCUREMENT CARD ACTIVITY	Accounts Payable	Reference Tables	N/A

Department Procurement

D_PROC_LVL_01 / D_PROC_LVL_05 / D_PROC_LVL_10

Updated : August 23, 2022

Introduction

These security role(s) include resources associated with the Procurement functional area and duties performed at the department level.

Role Assignment

These security role(s) are available to users in all departments.

Special Notes

There are three levels of access for this functional area role, **Level 01 (D_PROC_LVL_01)** is the lowest level, **Level 05 (D_PROC_LVL_05)** is the mid-level of access, and **Level 10 (D_PROC_LVL_10)** is the highest level of access. Each level builds upon the previous level of access, so resources defined at Level 01 are available to the higher level role(s).

Users will not be assigned multiple levels of functional security roles. Requests for higher-level access will result in the removal of the lower-level role.

Resources Granted

JUMP TO :

LEVEL 01 - D_PROC_LVL_01

PAGE CODE	RESOURCE NAME	CATEGORY	RESOURCE TYPE	WORKFLOW REQUIRED
CLARQ	SOLICITATION RESPONSE CLARIFICATION REQUEST	Procurement	Reference Tables	Yes
CLMTRK	CLAIMS TRACKING	Procurement	Reference Tables	N/A
CMR	CONTRACT MODIFICATION REQUEST	Procurement	Transactions	Yes
CNTCASGN	CONTRACT ASSIGNMENT	Procurement	Reference Tables	N/A
CORSPD	VENDOR CORRESPONDENCE	Procurement	Reference Tables	N/A
CT	CONTRACT	Procurement	Transactions	Yes
DO	DELIVERY ORDER	Procurement	Transactions	Yes
EV	EVALUATION TRANSACTION	Procurement	Transactions	Yes
EVB	BID EVALUATION	Procurement	Transactions	Yes
EVP	PROPOSAL EVALUATION	Procurement	Transactions	Yes
EVT	EVALUATOR	Procurement	Transactions	Yes
FDT	FUTURE TRANSACTION TRIGGERING	General Accounting	Reference Tables	Yes
INSUCERT	INSURANCE CERTIFICATES	Procurement	Reference Tables	N/A
IRFP	INFORMAL REQUEST FOR PROPOSALS	Procurement	Transactions	Yes
MA	MASTER AGREEMENT	Procurement	Transactions	N/A
MMR	MASTER AGREEMENT MODIFICATION REQUEST	Procurement	Transactions	Yes
PE	PERFORMANCE EVALUATION	Procurement	Transactions	Yes
PO	PURCHASE ORDER	Procurement	Transactions	Yes
PRCUID	PROCUREMENT MANAGEMENT	Procurement	Reference Tables	N/A
PRCUNOTE	PROCUREMENT NOTE	Procurement	Reference Tables	N/A
PRTST	PROTEST	Procurement	Reference Tables	Yes

Department Procurement

D_PROC_LVL_01 / D_PROC_LVL_05 / D_PROC_LVL_10

Updated : August 23, 2022

RAP	REQUEST FOR ALTERNATIVE PROCUREMENT	Procurement	Transactions	Yes
RC	RECEIVER	Procurement	Transactions	Yes
RCSRCH	RECEIVING SEARCH	Procurement	Inquiries	Yes
RFI	REQUEST FOR INFORMATION	Procurement	Transactions	Yes
RFQ	REQUEST FOR QUOTES	Procurement	Transactions	Yes
RN	RENEWAL	Procurement	Transactions	Yes
RQS	STANDARD REQUISITION	Procurement	Transactions	Yes
RS	STAND ALONE RECEIVER	Procurement	Transactions	Yes
SHOP	SHOPPER	Procurement	Reference Tables	N/A
SOQA	SOLICITATION QUESTION & ANSWER	Procurement	Reference Tables	Yes
SR	SOLICITATION RESPONSE	Procurement	Transactions	Yes
SRSUM	SOLICITATION RESPONSE SUMMARY	Procurement	Inquiries	N/A
TM	TERMINATION	Procurement	Transactions	Yes
UR	UNIVERSAL REQUESTOR	Procurement	Transactions	Yes

LEVEL 05 - D_PROC_LVL_05 (INCLUDES ALL RESOURCES DEFINED FOR LEVEL 01)

PAGE CODE	RESOURCE NAME	CATEGORY	RESOURCE TYPE	WORKFLOW REQUIRED
ITB	INVITATION TO BID	Procurement	Transactions	Yes
RFP	REQUEST FOR PROPOSALS	Procurement	Transactions	Yes
RTGPF	RETAINAGE PAYMENT FORFEITURE	General Accounting	Transactions	Yes
USER	PROCUREMENT USER	Procurement	Reference Tables	N/A
WTEAM	MANAGER TEAM	Procurement	Reference Tables	N/A

LEVEL 10 - D_PROC_LVL_10 (INCLUDES ALL RESOURCES DEFINED FOR LEVELS 01 AND 05)

PAGE CODE	RESOURCE NAME	CATEGORY	RESOURCE TYPE	WORKFLOW REQUIRED
BUYR	BUYER	Procurement	Reference Tables	N/A
MANGT	MANAGERS BY TEAM	Procurement	Reference Tables	N/A
MMR	MASTER AGREEMENT MODIFICATION REQUEST	Procurement	Transactions	Yes
PLOC	PROCUREMENT LOCATION	Procurement	Reference Tables	N/A

Department Travel Processing
D_TRAVEL_LVL_01 / D_TRAVEL_LVL_05

Updated : August 23, 2022

Introduction

These security role(s) include resources associated with travel functions performed at the department level.

Role Assignment

This security role is available to be assigned to users in all SOA departments.

Special Notes

The **Level 01 (D_TRAVEL_LVL_01)** role is not currently being used. The only difference between Level 01 and Level 05 is the Level 01 role can only create the TRQS transaction, assignees cannot submit the TRQS.

Resources Granted

PAGE CODE	RESOURCE NAME	CATEGORY	RESOURCE TYPE	WORKFLOW REQUIRED
TAPO	TRAVEL PURCHASE ORDER	Procurement	Transactions	Yes
TAPRC	PYMT REQUEST-COMMODITYBASED	Accounts Payable	Transactions	Yes
TRQS	TRAVEL STANDARD REQUISITION	Procurement	Transactions	Yes

HRM Department Accounting Inquiry

DEPT_ACCT_INQ

Updated : August 23, 2022

Introduction

This inquiry security role is assigned to users who are responsible for monitoring or researching accounting information in the IRIS HRM application.

Role Assignment

This security role is available to users in all departments.

Resources Granted

RESOURCE ID	RESOURCE NAME	LEVEL OF ACCESS	CATEGORY	RESOURCE TYPE	WORKFLOW REQUIRED
DEPTA	EMPLOYEE ACCOUNTING DATA	View (Dept)	Employee Profile Management	Transactions	Yes
LDPM	LABOR DISTRIBUTION PROFILE MANAGEMENT	View (Dept)	Payroll Management	Transactions	Yes
LDPR	LABOR DISTRIBUTION PROFILE	View (All)	Payroll Management	Activity Folders	N/A
OTPAY	ONE-TIME PAYMENT	View (Dept)	Payroll Management	Transactions	Yes
PAYM	PAYROLL MANAGEMENT	View (Dept)	Payroll Management	Activity Folders	N/A
PAYMEEAC	PAYM - EMPLOYEE ACCOUNTING DATA	View (Dept)	Payroll Management	Activity Folder Tab	N/A
PAYMEEDH	PAYM - EMPLOYEE PAY DETAILS HISTORY	View (Dept)	Payroll Management	Activity Folder Tab	N/A
PAYMEETR	PAYM - EMPLOYEE TRAINING PROFILE	View (Dept)	Payroll Management	Activity Folder Tab	N/A
PAYMFRNG	PAYM - FRINGE DETAILS	View (Dept)	Payroll Management	Activity Folder Tab	N/A
PAYMPEND	PAYM - PENDING PAYMENT	View (Dept)	Payroll Management	Activity Folder Tab	N/A
PAYMPYDT	PAYM - PAY DETAILS	View (Dept)	Payroll Management	Activity Folder Tab	N/A
POSM	POSITION MANAGEMENT	View (All)	Position Management	Activity Folders	N/A
PSMT	POSITION MAINTENANCE	View (Dept)	Position Management	Transactions	Yes

Level of Access Definitions

Level	Definition
View (Dept)	View Only (Limited to Home Dept)
View (All)	View Only (All Departments)
Full	Create/Edit/Submit/Approve

Department ASD Transaction Approver
APPROVER_ASD / APPROVER_CASD

Updated : August 23, 2022

Introduction

These security roles allows the user to take the action of "Approve" or "Reject All" on IRIS Financial and Procurement transactions.

Role Assignment

The security role is available for assignment to Administrative Services Directors (ASD) in Department 01-Office of the Governor and allows "Approve" or "Reject All" action on transactions. This access is also tied to worklist assignments which will align with the "department of responsibility" for the ASD.

Special Notes

The APPROVER_ASD grants the assignee access to most IRIS Financial and Procurement transactions. If the user also needs to approve transactions that have been identified as Confidential the assignment of the APPROVER_CASD security role is necessary. There are no restrictions on whether a user can be assigned both of these roles.

Resources Granted

APPROVER_ASD

PAGE CODE	RESOURCE NAME	CATEGORY	RESOURCE TYPE	WORKFLOW REQUIRED
BGDE70	DEPARTMENTAL OPERATING EXPENSE BUDGET 70	Budgeting	Transactions	YES
BGDE72	DEPARTMENTAL CAPITAL EXPENSE BUDGET 72	Budgeting	Transactions	YES
BGE70	CENTRAL OPERATING EXPENSE BUDGET 70	Budgeting	Transactions	YES
BGE72	CENTRAL CAPITAL EXPENSE BUDGET 72	Budgeting	Transactions	YES
BGP74	PROGRAM BY APPROPRIATION AND LINE ITEM 74	Budgeting	Transactions	YES
BGP75	PROGRAM PHASE BY APPROPRIATION AND LINE ITEM 75	Budgeting	Transactions	YES
BGPDR	PROGRAM PERIOD REIMBURSABLE BUDGET 39	Budgeting	Transactions	YES
BGPHR	PROGRAM PHASE REIMBURSABLE BUDGET 40	Budgeting	Transactions	YES
BGR71	CENTRAL OPERATING REVENUE BUDGET 71	Budgeting	Transactions	YES
BGR73	CENTRAL CAPITAL REVENUE BUDGET 73	Budgeting	Transactions	YES
CAM	COST ACCOUNTING MODIFICATION	Cost Accounting	Transactions	YES
CAS	COST ACCOUNTING SETUP	Cost Accounting	Transactions	YES
CEC	COMM ENCUMBRANCE CORRECTION	Accounts Payable	Transactions	YES
CH5	INTERNAL COST BILLINGS	Cost Accounting	Transactions	YES
CH6	COST ACCOUNTING EXPENDITURE CORRECTION	Cost Accounting	Transactions	YES

Department ASD Transaction Approver

APPROVER_ASD / APPROVER_CASD

Updated : August 23, 2022

CH8	INTERFACE CHARGE TRANSACTION	Cost Accounting	Transactions	YES
CI	ISSUE CONFIRMATION	Inventory	Transactions	YES
CMR	CONTRACT MODIFICATION REQUEST	Procurement	Transactions	YES
CR1	DEPARTMENT CASH RECEIPT	Accounts Receivable	Transactions	YES
CR2	DEPARTMENT CASH RECEIPT	Accounts Receivable	Transactions	YES
CT	CONTRACT	Procurement	Transactions	YES
DA	DEBT ACCOUNTING	Debt Management	Transactions	YES
DEBTSC	DEBT STATUS CHANGE	Debt Management	Transactions	YES
DGAX	DEBT MANAGEMENT GENERAL ACCOUNTING EXPENSE	General Accounting	Transactions	YES
DO	DELIVERY ORDER	Procurement	Transactions	YES
DPRC	DEBT MANAGEMENT PYMT REQUEST-COMMODITYBASED	Accounts Payable	Transactions	YES
DRE	DEBT MANAGEMENT RECEIVABLE	Accounts Receivable	Transactions	YES
DX	DISBURSEMENT REVISION	General Accounting	Transactions	YES
EV	EVALUATION TRANSACTION	Procurement	Transactions	YES
EVT	EVALUATOR	Procurement	Transactions	YES
FA	FIXED ASSET ACQUISITION	Fixed Asset	Transactions	YES
FC	FIXED ASSET CANCELLATION	Fixed Asset	Transactions	YES
FD	FIXED ASSET DISPOSITION	Fixed Asset	Transactions	YES
FI	FIXED ASSET INCREASE/DECREASE	Fixed Asset	Transactions	YES
FM	FIXED ASSET MODIFICATION	Fixed Asset	Transactions	YES
FT	FIXED ASSET TRANSFER	Fixed Asset	Transactions	YES
FX	FIXED ASSET TYPE CHANGE	Fixed Asset	Transactions	YES
GAE	GENERAL ACCOUNTING ENCUMB	General Accounting	Transactions	YES
GAE1	VENDOR ADJUSTMENTS ONLY	General Accounting	Transactions	YES
GAEC	GA ENCUMBRANCE CORRECTION	General Accounting	Transactions	YES
GAX	GENERAL ACCOUNTING EXPENSE	General Accounting	Transactions	YES
IA	INVENTORY ADJUSTMENT	Inventory	Transactions	YES
IC	INVENTORY CORRECTION	Inventory	Transactions	YES
ICT	INTERNAL COSTING USAGE TRANSACTION	Cost Accounting	Transactions	YES
IET	INTERNAL EXCHANGE TRANSACTION	General Accounting	Transactions	YES
IKM	IN KIND MATCH	Cost Accounting	Transactions	YES
IN	INVOICE	Procurement	Transactions	YES
INVSS	INVOICE CREATED IN VSS	Procurement	Transactions	YES
IPO	INTERNAL PURCHASE ORDER	General Accounting	Transactions	YES
IPO2	INTERNAL PURCHASE ORDER	General Accounting	Transactions	YES
IRFP	INFORMAL REQUEST FOR PROPOSALS	Procurement	Transactions	YES
ITA	INTERNAL TRANSACTION AGREEMENT	General Accounting	Transactions	YES
ITB	INVITATION TO BID	Procurement	Transactions	YES
ITI	INTERNAL TRANSACTION INITIATOR	General Accounting	Transactions	YES
JVA	ADVANCED JOURNAL VOUCHER	General Accounting	Transactions	YES
JVC	COST ACCOUNTING JOURNAL VOUCHER	General Accounting	Transactions	YES
LEASEM	LEASE MODIFICATION	Debt Management	Transactions	YES
LEASES	LEASE SETUP	Debt Management	Transactions	YES
MA	MASTER AGREEMENT	Procurement	Transactions	YES

Department ASD Transaction Approver
APPROVER_ASD / APPROVER_CASD

Updated : August 23, 2022

MDFW	MANUAL DISBURSEMENT FIELD WARRANT	Accounts Payable	Transactions	YES
MDHW	MANUAL DISBURSEMENT HANDWRITE	Accounts Payable	Transactions	YES
MDMA	MA MANUAL DISBURSEMENT MEDICAL ASSISTANCE (MA)	Accounts Payable	Transactions	YES
MDPF	MANUAL DISBURSEMENT PERMANENT FUND (PF)	Accounts Payable	Transactions	YES
MDPS	MANUAL DISBURSEMENT ACPE (PS)	Accounts Payable	Transactions	YES
MDRB	MANUAL DISBURSEMENT RETIREMENT & BENEFITS (RB)	Accounts Payable	Transactions	YES
MDWL	MANUAL DISBURSEMENT WELFARE (WL)	Accounts Payable	Transactions	YES
MMR	MASTER AGREEMENT MODIFICATION REQUEST	Procurement	Transactions	YES
OC	OVER-THE-COUNTER	Inventory	Transactions	YES
PCGAX	GENERAL ACCOUNTING EXPENSE	General Accounting	Transactions	YES
PE	PERFORMANCE EVALUATION	Procurement	Transactions	YES
PI	PICK AND ISSUE	Inventory	Transactions	YES
PO	PURCHASE ORDER	Procurement	Transactions	YES
PO3	GRANT GIVEN	Procurement	Transactions	YES
PRC	PYMT REQUEST-COMMODITY BASED	Accounts Payable	Transactions	YES
PRCC	PROCUREMENT CARD PAYMENT REQUEST	Accounts Payable	Transactions	YES
PREXP	PAYROLL EXPENDITURE	Payroll	Transactions	YES
PRM	MATCHING PR - NORMAL	Accounts Payable	Transactions	YES
RC	RECEIVER	Procurement	Transactions	YES
RE	RECEIVABLE	Accounts Receivable	Transactions	YES
RFI	REQUEST FOR INFORMATION	Procurement	Transactions	YES
RFP	REQUEST FOR PROPOSALS	Procurement	Transactions	YES
RFQ	REQUEST FOR QUOTES	Procurement	Transactions	YES
RN	RENEWAL	Procurement	Transactions	YES
RQM	MASTER AGREEMENT NON-ACTG	Procurement	Transactions	YES
RQS	STANDARD REQUISITION	Procurement	Transactions	YES
RS	STAND ALONE RECEIVER	Procurement	Transactions	YES
RTGPF	RETAINAGE PAYMENT FORFEITURE	General Accounting	Transactions	YES
SN	STOCK RETURN	Inventory	Transactions	YES
SR	SOLICITATION RESPONSE	Procurement	Transactions	YES
SRQ	STOCK REQUEST	Inventory	Transactions	YES
SRR1	SEED RESTRICTED REVENUE	Budgeting	Transactions	YES
TAPO	TRAVEL PURCHASE ORDER	Procurement	Transactions	YES
TAPRC	PYMT REQUEST-COMMODITYBASED	Accounts Payable	Transactions	YES
TM	TERMINATION	Procurement	Transactions	YES
TRQS	TRAVEL STANDARD REQUISITION	Procurement	Transactions	YES
VCC	VENDOR/CUSTOMER CREATION	Procurement	Transactions	YES
VCM	VENDOR/CUSTOMER MODIFICATION	Procurement	Transactions	YES

Department ASD Transaction Approver

APPROVER_ASD / APPROVER_CASD

Updated : August 23, 2022

APPROVER_CASD

PAGE CODE	RESOURCE NAME	CATEGORY	RESOURCE TYPE	WORKFLOW REQUIRED
CAD	CONFIDENTIAL WARRANT AUTOMATIC DISBURSEMENT	Accounts Payable	Transactions	YES
CEFT	CONFIDENTIAL WARRANT EFT	Accounts Payable	Transactions	YES
CGAX	CONFIDENTIAL WARRANT GENERAL ACCT EXPENDITURE	General Accounting	Transactions	YES
CMD	CONFIDENTIAL MANUAL DISBURSEMENT	Accounts Payable	Transactions	YES
CPRC	PAYMENT REQUEST - COMMODITY BASED - CONFIDENTIAL WARRANT	Accounts Payable	Transactions	YES

Special Accounts Payable Roles
D_AP_XXXX_READ / D_AP_XXXX_UPD
Updated : August 23, 2022

Introduction
Some departments have special Accounts Payable security roles that grant the user access to either view or to interact with (create/edit/cancel/submit) specific transactions.

Role Assignment
These roles are restricted to the specific department associated with the transaction code. These roles include:

- **D_AP_02RB_READ / D_AP_02RB_UPD** - Dept of Administration (02-DOA), Division of Retirement and Benefits (DRB)
- **D_AP_04PF_READ / D_AP_04PF_UPD** - Dept of Revenue (04-DOR)
- **D_AP_05PS_READ / D_AP_05PS_UPD** - Dept of Education & Early Development (05-EED), ACPE Division
- **D_AP_16MA_READ / D_AP_16MA_UPD** - Dept of Health
- **D_AP_16WL_READ / D_AP_16WL_UPD** - Dept of Health

Special Notes
Users will not be assigned the READ and UPD roles. Selection of both roles will result in the assignment of UPD role.

Resources Granted

JUMP TO :

D_AP_02RB_READ / D_AP_02RB_UPD

RESOURCE GROUP ID	RESOURCE NAME	CATEGORY	RESOURCE TYPE	WORKFLOW REQUIRED
MDRB	MANUAL DISBURSEMENT RETIREMENT & BENEFITS (RB)	Accounts Payable	Transactions	Yes

D_AP_04PF_READ / D_AP_04PF_UPD

RESOURCE GROUP ID	RESOURCE NAME	CATEGORY	RESOURCE TYPE	WORKFLOW REQUIRED
MDPF	MANUAL DISBURSEMENT PERMANENT FUND (PF)	Accounts Payable	Transactions	Yes

D_AP_05PS_READ / D_AP_05PS_UPD

RESOURCE GROUP ID	RESOURCE NAME	CATEGORY	RESOURCE TYPE	WORKFLOW REQUIRED
MDPS	MANUAL DISBURSEMENT ACPE (PS)	Accounts Payable	Transactions	Yes

Resources Granted

D_AP_16MA_READ / D_AP_16MA_UPD

RESOURCE GROUP ID	RESOURCE NAME	CATEGORY	RESOURCE TYPE	WORKFLOW REQUIRED
MDMA	MA MANUAL DISBURSEMENT MEDICAL ASSISTANCE (MA)	Accounts Payable	Transactions	Yes

D_AP_16WL_READ / D_AP_16WL_UPD

RESOURCE GROUP ID	RESOURCE NAME	CATEGORY	RESOURCE TYPE	WORKFLOW REQUIRED
MDWL	MANUAL DISBURSEMENT WELFARE (WL)	Accounts Payable	Transactions	Yes

Department Internal Cost Accounting (25-DOT)

D_INTCA_25DOT

Updated : August 23, 2022

Introduction

This security role is assigned to users who are responsible for internal cost accounting duties.

Role Assignment

This security role is **ONLY** available to be assigned to users in Department of Transportation and Public Facilities (25-DOT).

Resources Granted

PAGE CODE	RESOURCE NAME	CATEGORY	RESOURCE TYPE	WORKFLOW REQUIRED
CH5	INTERNAL COST BILLINGS	Cost Accounting	Transactions	Yes
ICT	INTERNAL COSTING USAGE TRANSACTION	Cost Accounting	Transactions	Yes

Department Time and Equipment (25-DOT)

D_TMEQ_25DOT

Updated : August 23, 2022

Introduction

This security role is assigned to users who are responsible for Time and Equipment activity.

Role Assignment

This security role is **ONLY** available to be assigned to users in Department of Transportation and Public Facilities (25-DOT).

Resources Granted

PAGE CODE	RESOURCE NAME	CATEGORY	RESOURCE TYPE	WORKFLOW REQUIRED
EQID	EQUIPMENT	Cost Accounting	Reference Tables	N/A

Department UDOC Creation & Maintenance

D_UDOC_LVL_01

Updated : August 23, 2022

Introduction

This security role is assigned to users who are granted the authority to Add or Maintain Security and Workflow Role Assignments for IRIS users.

Role Assignment

The assignment of this security role is currently limited to staff in the Departments of Labor & Workforce Development (07-DOL), Commerce, Community & Economic Development (08-CED), Fish & Game (11-DFG), and Public Safety (12-DPS) staff. Additional departments can be added. If your department would like to process UDOCs for your staff, please contact

Resources Granted

PAGE CODE	RESOURCE NAME	CATEGORY	RESOURCE TYPE	WORKFLOW REQUIRED
EPM	EMPLOYEE PROFILE MANAGEMENT	Employee Profile Management	Activity Folders	N/A
POSM	POSITION MANAGEMENT	Position Management	Activity Folders	N/A
UDOC	USER MAINTENANCE	Security	Transactions	Yes
USER	PROCUREMENT USER	Procurement	Reference Tables	N/A

Department Vendor Creation & Maintenance
D_VENDOR_LVL_01

Updated : August 23, 2022

Introduction

This security role is assigned to users who are responsible for Adding and Maintaining Vendors for their department.

Role Assignment

The assignment of this security role is currently limited to staff in the Governor's Office (01-GOV) and the Departments of Health (16-DOH) and Fish & Game (11-DFG), and the Legislature (30-LEG).

Resources Granted

PAGE CODE	RESOURCE NAME	CATEGORY	RESOURCE TYPE	WORKFLOW REQUIRED
VCC	VENDOR/CUSTOMER CREATION	Procurement	Transactions	Yes
VCM	VENDOR/CUSTOMER MODIFICATION	Procurement	Transactions	Yes
VCUST	VENDOR/CUSTOMER	Procurement	Reference Tables	N/A

Warehouse Consumption (25-DOT)

D_WHSE_CONS

Updated : August 23, 2022

Introduction

This security role is assigned to users who are responsible for Warehouse Inventory, Consumption method.

Role Assignment

This security role is **ONLY** available to be assigned to users in Department of Transportation and Public Facilities (25-DOT).

Resources Granted

PAGE CODE	RESOURCE NAME	CATEGORY	RESOURCE TYPE	WORKFLOW REQUIRED
CI	ISSUE CONFIRMATION	Inventory	Transactions	Yes
IA	INVENTORY ADJUSTMENT	Inventory	Transactions	Yes
IC	INVENTORY CORRECTION	Inventory	Transactions	Yes
INVF	INVENTORY FREEZE	Inventory	Reference Tables	N/A
INVN	INVENTORY	Inventory	Reference Tables	N/A
IREP	INVENTORY REPLENISHMENT	Inventory	Reference Tables	N/A
PI	PICK AND ISSUE	Inventory	Transactions	Yes
SN	STOCK RETURN	Inventory	Transactions	Yes

Warehouse Requestor (25-DOT)

D_WHSE_REQ

Updated : August 23, 2022

Introduction

This security role is assigned to users who are responsible for Warehouse Requesting.

Role Assignment

This security role is **ONLY** available to be assigned to users in Department of Transportation and Public Facilities (25-DOT).

Resources Granted

PAGE CODE	RESOURCE NAME	CATEGORY	RESOURCE TYPE	WORKFLOW REQUIRED
IA	INVENTORY ADJUSTMENT	Inventory	Transactions	Yes
IC	INVENTORY CORRECTION	Inventory	Transactions	Yes
INVF	INVENTORY FREEZE	Inventory	Reference Tables	N/A
INVN	INVENTORY	Inventory	Reference Tables	N/A
IREP	INVENTORY REPLENISHMENT	Inventory	Reference Tables	N/A
OC	OVER-THE-COUNTER	Inventory	Transactions	Yes
SN	STOCK RETURN	Inventory	Transactions	Yes

Warehouse Consumption/Purchase (09-MVA/25-DOT)
D_WHSE_CONS/PRCH

Updated : August 23, 2022

Introduction

This security role is assigned to users who are responsible for Warehouse Consumption and Purchase.

Role Assignment

This security role is **ONLY** available to be assigned to users in the Department of Military & Veterans Affairs (09-MVA) and the Department of Transportation and Public Facilities (25-DOT).

Resources Granted

PAGE CODE	RESOURCE NAME	CATEGORY	RESOURCE TYPE	WORKFLOW REQUIRED
CLMTRK	CLAIMS TRACKING	Procurement	Reference Tables	Yes
ILOC	INVENTORY BY LOCATION	Inventory	Reference Tables	N/A
INVND	INVENTORY DETAIL	Inventory	Reference Tables	N/A
INVNQ	INVENTORY INQUIRY	Inventory	Inquiries	N/A
PO	PURCHASE ORDER	Procurement	Transactions	Yes
PRCUID	PROCUREMENT MANAGEMENT	Procurement	Reference Tables	N/A
RC	RECEIVER	Procurement	Transactions	Yes
RQS	STANDARD REQUISITION	Procurement	Transactions	Yes
WILOC	WAREHOUSE INVENTORY LOCATION	Inventory	Reference Tables	N/A

Warehouse Purchase (09-MVA)

D_WHSE_PRCH

Updated : August 23, 2022

Introduction

This security role is assigned to users who are responsible for Warehouse Inventory, Purchase Method.

Role Assignment

This security role is **ONLY** available to be assigned to users in the Department of Military & Veterans Affairs (09-MVA).

Resources Granted

PAGE CODE	RESOURCE NAME	CATEGORY	RESOURCE TYPE	WORKFLOW REQUIRED
IA	INVENTORY ADJUSTMENT	Inventory	Transactions	Yes
IC	INVENTORY CORRECTION	Inventory	Transactions	Yes
INVF	INVENTORY FREEZE	Inventory	Reference Tables	N/A
INVN	INVENTORY	Inventory	Reference Tables	N/A
IREP	INVENTORY REPLENISHMENT	Inventory	Reference Tables	N/A
OC	OVER-THE-COUNTER	Inventory	Transactions	Yes
SN	STOCK RETURN	Inventory	Transactions	Yes

Interface Certification

INTF_##ABCD / INTH_##ABCD

Updated : August 23, 2022

Introduction

The security roles listed here are assigned to staff responsible for certifying Interface files within IRIS. Assignees are granted access to the Interface Certification (INTREC) page where row filtering is configured so that assignees will only see files for the interface for which they are authorized.

Role Assignment

These security roles are limited to users in the department for which the interface creates transactions for. The Department Number is referenced in Security Role ID and Name.

Resources Granted

SECURITY ROLE ID	SECURITY ROLE NAME	INTERFACE(S)
INTF_01GELE	F-INTERFACE - 01-GOV/ELE	IRISFIN-GOVELECT-VREMS
INTF_02ADOF	F-INTERFACE - 02-DOA/DOF	IRISFIN-DOABGLD-STDFREVEXT, IRISFIN-DOABGLD-STDFREVNEW, IRISFIN-DOABGLD-STDFSPNDCHG, IRISFIN-DOABGLD-STDFSPNDEXT, IRISFIN-IRISHRM-RPTCD, IRISFIN-DOABGLD-STPFREVNEW, IRISFIN-DOABGLD-STPFSPNDNEW, IRISFIN-DOADOF-OVHDRT, IRISFIN-DOADOF-SRPTLOAD, IRISFIN-IRISHRM-EMPID, IRISFIN-DOABGLD-STDFREVCHG, IRISFIN-DOABGLD-STDFSPNDNEW
INTF_02ADRA	F-INTERFACE - 02-DOA/DRB ADRA-PAYROLL	IRISFIN-DOADRB-ACTCH
INTF_02ADRB	F-INTERFACE - 02-DOA/DRB ADRB-BENEFITS	IRISFIN-DOADRB-REFMD, IRISFIN-DOADRB-RETCH, IRISFIN-DOADRB-RETMD
INTF_02AOCA	F-INTERFACE - 02-DOA/DOF PCARD	IRISFIN-DOAOCA-PRCUAUPD, IRISFIN-PCVEND-IDXVEND
INTF_02APAY	F-INTERFACE - 02-DOA/DOF PAYROLL PRODUCTION	IRISFIN-DOADOF-PAMADJ, IRISFIN-IRISHRM-BKPOL, IRISFIN-IRISHRM-WRNTISSUED, IRISFIN-IRISHRM-REVTOBSA, IRISFIN-IRISHRM-PRBFY
INTF_04RINV	F-INTERFACE - 04-DOR/TRS INVESTMENTS	IRISFIN-DORINVEST-NRS, IRISFIN-DORINVEST-GEFONSI
INTF_04RPFD	F-INTERFACE - 04-DOR/PFD	IRISFIN-DORPFD-PFD_WARRANT
INTF_04RTAX	F-INTERFACE - 04-DOR/TAX	IRISFIN-DORTRMS-REFUND
INTF_04RTRS	F-INTERFACE - 04-DOR/TRS	IRISFIN-DORCASH-CR, IRISFIN-DORCASH-TTR
INTF_04RUCP	F-INTERFACE - 04-DOR/TRS UNCLAIMED PROPERTY	IRISFIN-DORKAPS-UCPWRNTS, IRISFIN-DORUCP-UCPWRNTS
INTF_05EGMS	F-INTERFACE - 05-EED GRANT MANAGEMENT SYSTEM	IRISFIN-EEDGMS-GRNTAWRD, IRISFIN-EEDGMS-GRNTPYMT
INTF_05EPMD	F-INTERFACE - 05-EED/PSE WARRANTS	IRISFIN-ACPEHELMS-LOANMD
INTF_05EPSE	F-INTERFACE - 05-EED/PSE	IRISFIN-ACPEHELMS-LNVACH, IRISFIN-ACPEHELMS-LOANCH
INTF_07BDVR	F-INTERFACE - 07-DOL/DVR	IRISFIN-DOLDVR-FFP
INTF_07BFFP	F-INTERFACE - 07-DOL/WCD FISH FUND	IRISFIN-DOLFFUND-FFP
INTF_08CRCP	F-INTERFACE - 08-CED	IRISFIN-CEDRCP-CR1DEPOSIT
INTF_10REVBILL	F-INTERFACE - 10-DNR REVENUE AND BILLING	IRISFIN-DNRBILL-NRJE, IRISFIN-DNRBILL-NRWARRANT, IRISFIN-DNRBILL-NRWIRETRANS
INTF_11FLIC	F-INTERFACE - 11-DFG LICENSING	IRISFIN-DFGLICENSE-VND1099, IRISFIN-DFGLICENSE-VNDPAY
INTF_16UCAP	F-INTERFACE - 16-DOH CAP-PLUS	IRISFIN-DOHCPLUS-PACAP
INTF_16UDBH	F-INTERFACE - 16-DOH/DBH	IRISFIN-DOHOHBS-MEDCLAIM

Resources Granted

SECURITY ROLE ID	SECURITY ROLE NAME	INTERFACE(S)
INTF_16UDPA	F-INTERFACE - 16-DOH/DPA CASH	IRISFIN-DOHDPA-CASHIMM, IRISFIN-DOHDPA-CHILDCARE, IRISFIN-DOHDPA-EBTHIST, IRISFIN-DOHDPA-IMMEDTRUN, IRISFIN-DOHDPA-JASPAY
INTF_16UHAS	F-INTERFACE - 16-DOH/DPA HEATING ASSISTANCE	IRISFIN-DOHHEAT-HEATASST
INTF_16UMMS	F-INTERFACE - 16-DOH/DPA MEDICAL ASSISTANCE	IRISFIN-DOHMMIS-MEDASSTWRNT, IRISFIN-DOHMMIS-MEDASSTDC
INTF_25TAIS	F-INTERFACE - 25-DOT AIS	IRISFIN-DOTAIS-RQS
INTF_25TFMS	F-INTERFACE - 25-DOT/DFS FACILITIES	IRISFIN-DOTFMS-FMSTE, IRISFIN-DOTFMS-AIMTE
INTF_25TMMS	F-INTERFACE - 25-DOT MMS	IRISFIN-DOTMMS-MMSTE
INTF_25TSEF	F-INTERFACE - 25-DOT STATE EQUIPMENT FLEET	IRISFIN-DOTSEF-BILL-ITA, IRISFIN-DOTSEF-BILL-ITI, IRISFIN-DOTSEF-EQID
INTF_26KCAP	F-INTERFACE - 26-FCS CAP-PLUS	IRISFIN-FCSCPLUS-PACAP
INTF_26KOCS	F-INTERFACE - 26-FCS/OCS ORCA	IRISFIN-FCSORCA-ORCAADJUST, IRISFIN-FCSORCA-ORCAWRNT
INTF_41JURY	F-INTERFACE - 41-ACS JURY WARRANTS	IRISFIN-ACSJURY-JURYPAY
INTH_02DOFPRPD	H-INTERFACE - 02-DOA/DOF PAYROLL PRODUCTION	IRISHRM-DOADOF-COVIDADJ, IRISHRM-DOADOF-BBPERIOD, IRISHRM-DOADOF-BBASSESS, IRISHRM-DOADOF-ASEAEMBANK, IRISHRM-ASEAHT-HTENROLL, IRISHRM-ASEAHT-HTADJ, IRISHRM-DOADOF-DLASSESS, IRISHRM-LTCHT-MTH-OTDED, IRISHRM-LTCHT-MTH-MISC, IRISHRM-LTCHT-ANN-MISC, IRISHRM-DOADOF-SHARE, IRISHRM-DOADOF-DLPERIOD
INTH_02DOPPREH	H-INTERFACE - 02-DOA/DOP SERVICENOW	IRISHRM-SRVNOW-PREHIRE
INTH_02DRBDEFC	H-INTERFACE - 02-DOA/DRB DEFERRED COMP	IRISHRM-DOADRB-DEFERREDCOMP
INTH_02DRBPENS	H-INTERFACE - 02-DOA/DRB PENSION	IRISHRM-BNFOCUS-BENADJ, IRISHRM-BNFOCUS-BENEFITS, IRISHRM-DOADRB-BENEFITADJ, IRISHRM-DOADRB-BENEFITS, IRISHRM-DOADRB-PENS
INTH_10EFF	H-INTERFACE - 10-DNR EMERGENCY FIREFIGHTERS	IRISHRM-DNREFF-COMMISSARY, IRISHRM-DNREFF-EFFPAY
INTH_11TEARS	H-INTERFACE - 11-DFG TEARS	IRISHRM-DFGTEARS-TIMESHEET, IRISHRM-DFGTEARS-TIME2
INTH_12OARS	H-INTERFACE - 12-DPS OARS	IRISHRM-DPSOARS-TIMESHEET, IRISHRM-DPSOARS-LEAVE
INTH_18CRITT	H-INTERFACE - 18-DEC CRITTS	IRISHRM-DECCRIT-TIMESHEET
INTH_25FMS	H-INTERFACE - 25-DOT/DFS AIM TIMESHEETS	IRISHRM-DOTFMS-TIMESHEET

All Departments Confidential Transactions Read

SOA_CONF_READ

Updated : August 23, 2022

Introduction

This security role allows users read-only access to the Confidential Financial Transactions and data for all State of Alaska departments.

Role Assignment

The security role is **ONLY** available for assignment to Division of Legislative Audit (30-LEG) staff, and Department of Revenue (04-DOR), Cash Management and Unclaimed Property staff.

Resources Granted

PAGE CODE	RESOURCE NAME	CATEGORY	RESOURCE TYPE	WORKFLOW REQUIRED
CAD	CONFIDENTIAL WARRANT AUTOMATIC DISBURSEMENT	Accounts Payable	Transactions	Yes
CDX	CONFIDENTIAL DISBURSEMENT REVISION	General Accounting	Transactions	Yes
CEFT	CONFIDENTIAL WARRANT EFT	Accounts Payable	Transactions	Yes
CGAE	CONFIDENTIAL GENERAL ACCOUNTING ENCUMB	General Accounting	Transactions	Yes
CGAX	CONFIDENTIAL WARRANT GENERAL ACCT EXPENDITURE	General Accounting	Transactions	Yes
CMD	CONFIDENTIAL MANUAL DISBURSEMENT	Accounts Payable	Transactions	No Longer Created
CPRC	PAYMENT REQUEST - COMMODITY BASED - CONFIDENTIAL WARRANT	Accounts Payable	Transactions	Yes

OPPM Transaction Approver (02-DOA/PPM)

APPROVER_OPPM

Updated : August 23, 2022

Introduction

This security role allows the user to take the action of "Approve" or "Reject All" on procurement and fixed asset transactions for Executive Branch departments as listed below.

Role Assignment

This security role is **ONLY** available to be assigned to users in the Department of Administration (02-DOA), Office of Procurement and Property Management (OPPM) staff.

Resources Granted

RESOURCE GROUP ID	RESOURCE NAME	CATEGORY	RESOURCE TYPE	WORKFLOW REQUIRED
CT	CONTRACT	Procurement	Transactions	Yes
DO	DELIVERY ORDER	Procurement	Transactions	Yes
EV	EVALUATION TRANSACTION	Procurement	Transactions	Yes
EVT	EVALUATOR	Procurement	Transactions	Yes
FA	FIXED ASSET ACQUISITION	Fixed Asset	Transactions	Yes
FC	FIXED ASSET CANCELLATION	Fixed Asset	Transactions	Yes
FD	FIXED ASSET DISPOSITION	Fixed Asset	Transactions	Yes
FI	FIXED ASSET INCREASE/DECREASE	Fixed Asset	Transactions	Yes
FM	FIXED ASSET MODIFICATION	Fixed Asset	Transactions	Yes
FT	FIXED ASSET TRANSFER	Fixed Asset	Transactions	Yes
FX	FIXED ASSET TYPE CHANGE	Fixed Asset	Transactions	Yes
IRFP	INFORMAL REQUEST FOR PROPOSALS	Procurement	Transactions	Yes
ITB	INVITATION TO BID	Procurement	Transactions	Yes
MA	MASTER AGREEMENT	Procurement	Transactions	Yes
PE	PERFORMANCE EVALUATION	Procurement	Transactions	Yes
PO	PURCHASE ORDER	Procurement	Transactions	Yes
RC	RECEIVER	Procurement	Transactions	Yes
RFP	REQUEST FOR PROPOSALS	Procurement	Transactions	Yes
RFQ	REQUEST FOR QUOTES	Procurement	Transactions	Yes
RN	RENEWAL	Procurement	Transactions	Yes
RQS	STANDARD REQUISITION	Procurement	Transactions	Yes
RS	STAND ALONE RECEIVER	Procurement	Transactions	Yes
SR	SOLICITATION RESPONSE	Procurement	Transactions	Yes
TM	TERMINATION	Procurement	Transactions	Yes
UR	UNIVERSAL REQUESTOR	Procurement	Transactions	Yes

OPPM Fixed Assets (02-DOA/PPM)

C_FA_OPPM

Updated : August 23, 2022

Introduction

This security role allows users to interact with Fixed Asset transactions for Executive Branch departments.

Role Assignment

This security role is **ONLY** available to be assigned to users in the Department of Administration (02-DOA), Office of Procurement and Property Management (OPPM) staff.

Resources Granted

RESOURCE GROUP ID	RESOURCE NAME	CATEGORY	RESOURCE TYPE	WORKFLOW REQUIRED
FA	FIXED ASSET ACQUISITION	Fixed Asset	Transactions	Yes
FC	FIXED ASSET CANCELLATION	Fixed Asset	Transactions	Yes
FD	FIXED ASSET DISPOSITION	Fixed Asset	Transactions	Yes
FI	FIXED ASSET INCREASE/DECREASE	Fixed Asset	Transactions	Yes
FM	FIXED ASSET MODIFICATION	Fixed Asset	Transactions	Yes
FT	FIXED ASSET TRANSFER	Fixed Asset	Transactions	Yes
FX	FIXED ASSET TYPE CHANGE	Fixed Asset	Transactions	Yes

OPPM Procurement Level 1, 5, 10 (02-DOA/PPM)
C_PROC_LVL_01 / C_PROC_LVL_05 / C_PROC_LVL_10
Updated : August 23, 2022

Introduction
These security roles are assigned to users who are responsible for Procurement activity. Access/security is granted to Procurement resources for Executive Branch departments.

Role Assignment
This security role is **ONLY** available to be assigned to users in the Department of Administration (02-DOA), Office of Procurement and Property Management (OPPM) staff.

Special Notes
There are three levels of access for this central security role, **Level 01 (C_PROC_LVL_01)** is the lowest level, **Level 05 (C_PROC_LVL_05)** is the mid-level of access, and **Level 10 (C_PROC_LVL_10)** is the highest level of access. Each level builds upon the previous level of access, so resources defined at Level 01 are available to the higher level role(s).

Users will not be assigned multiple levels of functional security roles. Requests for higher-level access will result in the removal of the lower-level role.

Resources Granted

LEVEL 01 - D_PROC_LVL_01

RESOURCE GROUP ID	RESOURCE NAME	CATEGORY	RESOURCE TYPE	WORKFLOW REQUIRED
CT	CONTRACT	Procurement	Transactions	Yes
EV	EVALUATION TRANSACTION	Procurement	Transactions	Yes
EVT	EVALUATOR	Procurement	Transactions	Yes
IRFP	INFORMAL REQUEST FOR PROPOSALS	Procurement	Transactions	Yes
ITB	INVITATION TO BID	Procurement	Transactions	Yes
RFI	REQUEST FOR INFORMATION	Procurement	Transactions	Yes
RFP	REQUEST FOR PROPOSALS	Procurement	Transactions	Yes
RFQ	REQUEST FOR QUOTES	Procurement	Transactions	Yes

OPPM Procurement Level 1, 5, 10 (02-DOA/PPM)

C_PROC_LVL_01 / C_PROC_LVL_05 / C_PROC_LVL_10

Updated : August 23, 2022

LEVEL 05 - C_PROC_LVL_05 (INCLUDES ALL RESOURCES DEFINED FOR LEVEL 01)

RESOURCE GROUP ID	RESOURCE NAME	CATEGORY	RESOURCE TYPE	WORKFLOW REQUIRED
DO	DELIVERY ORDER	Procurement	Transactions	Yes
FDT	FUTURE TRANSACTION TRIGGERING	General Accounting	Reference Tables	N/A
MA	MASTER AGREEMENT	Procurement	Transactions	Yes
PE	PERFORMANCE EVALUATION	Procurement	Transactions	Yes
PO	PURCHASE ORDER	Procurement	Transactions	Yes
PRCUID	PROCUREMENT MANAGEMENT	Procurement	Reference Tables	N/A
PRCUNOTE	PROCUREMENT NOTE	Procurement	Reference Tables	N/A
RC	RECEIVER	Procurement	Transactions	Yes
RCSRCH	RECEIVING SEARCH	Procurement	Inquiries	Yes
RN	RENEWAL	Procurement	Transactions	Yes
RS	STAND ALONE RECEIVER	Procurement	Transactions	Yes
SOQA	SOLICITATION QUESTION & ANSWER	Procurement	Reference Tables	Yes
SR	SOLICITATION RESPONSE	Procurement	Transactions	Yes
TM	TERMINATION	Procurement	Transactions	Yes
UR	UNIVERSAL REQUESTOR	Procurement	Transactions	Yes
USER	PROCUREMENT USER	Procurement	Reference Tables	Yes

LEVEL 10 - C_PROC_LVL_10 (INCLUDES ALL RESOURCES DEFINED FOR LEVELS 01 AND 05)

RESOURCE GROUP ID	RESOURCE NAME	CATEGORY	RESOURCE TYPE	WORKFLOW REQUIRED
BUYR	BUYER	Procurement	Reference Tables	N/A
MANG	MANAGER	Procurement	Reference Tables	N/A
MANGT	MANAGERS BY TEAM	Procurement	Reference Tables	N/A
PLOC	PROCUREMENT LOCATION	Procurement	Reference Tables	N/A
RQS	STANDARD REQUISITION	Procurement	Transactions	Yes
WTEAM	MANAGER TEAM	Procurement	Reference Tables	N/A

SSoA Transaction Approver (02-DOA/DSS)

C_SSOA_APPROVER

Updated : August 23, 2022

Introduction

This security role allows the user to take the action of "Approve" or "Reject All" for certain accounts payable, PCard, and travel related transactions for Executive Branch departments as listed below.

Role Assignment

This security role is **ONLY** available to be assigned to users in the Department of Administration (02-DOA), Shared Services of Alaska (SSoA) staff.

Resources Granted

RESOURCE GROUP ID	RESOURCE NAME	CATEGORY	RESOURCE TYPE	WORKFLOW REQUIRED
CEC	COMM ENCUMBRANCE CORRECTION	Accounts Payable	Transactions	Yes
CH8	INTERFACE CHARGE TRANSACTION	Cost Accounting	Transactions	Yes
GAE1	VENDOR ADJUSTMENTS ONLY	General Accounting	Transactions	Yes
GAEC	GA ENCUMBRANCE CORRECTION	General Accounting	Transactions	Yes
GAX	GENERAL ACCOUNTING EXPENSE	General Accounting	Transactions	Yes
IN	INVOICE	Procurement	Transactions	Yes
OTPAY	ONE-TIME PAYMENT	Payroll Management	Transactions	Yes
PO	PURCHASE ORDER	Procurement	Transactions	Yes
PRC	PYMT REQUEST-COMMODITY BASED	Accounts Payable	Transactions	Yes
PRCC	PROCUREMENT CARD PAYMENT REQUEST	Accounts Payable	Transactions	Yes
PRM	MATCHING PR - NORMAL	Accounts Payable	Transactions	Yes
TAPO	TRAVEL PURCHASE ORDER	Procurement	Transactions	Yes
TAPRC	PYMT REQUEST-COMMODITYBASED	Accounts Payable	Transactions	Yes
TRQS	TRAVEL STANDARD REQUISITION	Procurement	Transactions	Yes

SSOA Transaction Security (02-DOA/DSS)

C_SSOA_UPD

Updated : August 23, 2022

Introduction

These security roles are assigned to users who are responsible for Accounts Payables, PCard, and Travel transactions. Access/security is granted to transactions for all Executive Branch departments.

Role Assignment

This security role is **ONLY** available to be assigned to users in the Department of Administration (02-DOA), Shared Services of Alaska (SSoA) staff.

Resources Granted

RESOURCE GROUP ID	RESOURCE NAME	CATEGORY	RESOURCE TYPE	WORKFLOW REQUIRED
CEC	COMM ENCUMBRANCE CORRECTION	Accounts Payable	Transactions	Yes
CH8	INTERFACE CHARGE TRANSACTION	Cost Accounting	Transactions	Yes
GAE1	VENDOR ADJUSTMENTS ONLY	General Accounting	Transactions	Yes
GAEC	GA ENCUMBRANCE CORRECTION	General Accounting	Transactions	Yes
GAX	GENERAL ACCOUNTING EXPENSE	General Accounting	Transactions	Yes
IN	INVOICE	Procurement	Transactions	Yes
OTPAY	ONE-TIME PAYMENT	Payroll Management	Transactions	Yes
PAYM	PAYROLL MANAGEMENT	Payroll Management	Activity Folders	N/A
PO	PURCHASE ORDER	Procurement	Transactions	Yes
PRC	PYMT REQUEST-COMMODITY BASED	Accounts Payable	Transactions	Yes
PRCC	PROCUREMENT CARD PAYMENT REQUEST	Accounts Payable	Transactions	Yes
PRCUA	PROCUREMENT CARD ADMINISTRATION	Accounts Payable	Reference Tables	N/A
PRCUID	PROCUREMENT MANAGEMENT	Procurement	Reference Tables	N/A
PRCUNOTE	PROCUREMENT NOTE	Procurement	Reference Tables	N/A
PRCUT	PAID PROCUREMENT CARD TRANSACTION	Accounts Payable	Reference Tables	N/A
PRCUU	UNPROCESSED PROCUREMENT CARD ACTIVITY	Accounts Payable	Reference Tables	N/A
PRM	MATCHING PR - NORMAL	Accounts Payable	Transactions	Yes
TAPO	TRAVEL PURCHASE ORDER	Procurement	Transactions	Yes
TAPRC	PYMT REQUEST-COMMODITYBASED	Accounts Payable	Transactions	Yes
TRQS	TRAVEL STANDARD REQUISITION	Procurement	Transactions	Yes
USER	PROCUREMENT USER	Procurement	Reference Tables	N/A

Cash Management (04-DOR)

DOR_CASH_MGMT

Updated : August 23, 2022

Introduction

This security role is assigned to users who are responsible for Cash Management functions for the State of Alaska.

Role Assignment

This security role is **ONLY** available to be assigned to users in the Department of Revenue (04-DOR), Division of Treasury, Cash Management staff.

Resources Granted

PAGE CODE	RESOURCE NAME	CATEGORY	RESOURCE TYPE	WORKFLOW REQUIRED
ACTPL	ACCOUNTING TEMPLATE	Chart of Accounts	Reference Tables	N/A
CACR1	DEPT COST ACCOUNTING CASH RECEIPT (CACR1)	Accounts Receivable	Transactions	Yes
CACR2	DEPT COST ACCOUNTING CASH RECEIPT W/CARE	Accounts Receivable	Transactions	Yes
CH8	INTERFACE CHARGE TRANSACTION	Cost Accounting	Transactions	Yes
CHREC	CHECK RECONCILIATION	Accounts Payable	Reference Tables	N/A
CR	CASH RECEIPT	Accounts Receivable	Transactions	Yes
CR1	DEPARTMENT CASH RECEIPT	Accounts Receivable	Transactions	Yes
CR2	DEPARTMENT CASH RECEIPT	Accounts Receivable	Transactions	Yes
JVSW	INVESTMENT SWEEP JOURNAL VOUCHER	General Accounting	Transactions	Yes
PDCHK	PAID CHECKS	Accounts Payable	Reference Tables	N/A
RPT	REPORTING	Chart of Accounts	Reference Tables	N/A
TTR	TRADE TICKET REQUEST	Accounts Receivable	Transactions	Yes