

IRIS Financial Security Role and Resource Reference Guide

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Introduction

The purpose of this document is to provide users with a resource providing detailed information for the available IRIS Financial/Procurement Security Roles; an explanation of the security roles; the resources the security roles include and a description of each of the resources.

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 SSOA or DOF, future versions of this document will include this expanded information. Security roles included in this document are those that are a result of the security role redesign that went live in the IRIS Financial/Procurement application late in 2020, not included are those security roles that will be removed from the application in 2021 once users have been converted to the new security roles.

The document is split into two sections:

1. [Security Roles and Assigned Resources \(Documents/Tables\)](#) which will provide a description of each security role and the resources assigned.
2. [Documents and Page Resources List](#) which will provide a description of each resource and the security roles to which they are assigned.

A few things to understand as you utilize this document:

- The term “resource” equates to documents and pages/jump to codes in IRIS.
- Some Security Roles have multiple levels; with increments of five (to add additional levels if needed later).
 - Level 1 provides access for a user to take action (create, edit, insert, delete) on a lesser number of resources.
 - Level 5 provides the same access as level 1 **plus** additional resources
 - Level 10 provides the same access as level 1 and level 5 **plus** additional resources

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.

Special Notes

- If users need **read only** access to Confidential Documents, select the D_CONF_READ security role.
- If a user is an approver of Confidential Documents, they will need to be assigned the APPROVER_CFIN security role.
- If a user is an approver of non-confidential documents, they will need to be assigned the APPROVER_FIN security role.

- If users need **read only** access to any resource other than confidential documents, they do not need any security roles assigned; they automatically are given the proper view only security by submitting the [IRIS Access Affidavit](#).
- If users need to **create, edit, and submit** documents and/or need to **insert, delete,** or otherwise maintain tables (pages) they will need the appropriate security role as explained below.

Security Roles and Assigned Resources (Documents/Tables)

Below is a quick reference of security roles available and their associated resources. Clicking on the **Security Role** link in this list will automatically take you to the more detail pertaining to that security role.

Security Role	Resource ID	Available to Dept(s)
Confidential Document Approver (APPROVER_CFIN)	CGAX CPRC	ALL except 08, 11, 12, 18 & 25
Document Approver (APPROVER_FIN)	All Documents EXCEPT CGAX and CPRC	ALL
Accounts Payable Level 1 (D_AP_LVL_01)	CH8 FDT GAE GAEC GAE1 GAX IN INVSS MDFW MDHW PCGAX PRC PRM URSRCHMA	ALL
Accounts Payable Level 5 (D_AP_LVL_05)	ALL Resources from D_AP_LVL_01 – PLUS – CEC	ALL
Accounts Receivable Level 1 (D_AR_LVL_01)	CR1 CR2 FDT PPPT RE	ALL
Accounts Receivable Level 5 (D_AR_LVL_05)	ALL Resources from D_AR_LVL_01 – PLUS – BILLR BINST DBPRO DNGM	ALL
Budget Level 1 (D_BUDGET_LVL_01)	BGDE70 BGDE72 BGE70 BGE72 BGR71 BGR73 SRR1	ALL

Security Role	Resource ID	Available to Dept(s)
Chart of Accounts Coordinator (D_COA_COORD)	ACAT ACLS ACTV DOCAT DOTYP FNCAT FNCLS FUNC LCAT LCLS LOC SACTV SFUNC SLOC STASK TASK	ALL
Confidential Document Read Only (D_CONF_READ)	CAD CEFT CGAX CMD CPRC	ALL
Confidential Document Update (D_CONF_UPD)	CGAX CPRC	ALL
Cost Accounting Level 1 (D_CA_LVL_01)	BGP74 BGP75 BGPDR BGPDR BGPDR CAM CAS CH6 CH8 CR1 CR2 IKM JVC RE	ALL

Security Role	Resource ID	Available to Dept(s)
Cost Accounting Level 5 (D_CA_LVL_05)	ALL Resources from D_CA_LVL_01 – PLUS – FACPER FACPERD FWWACLN FPI1 FPI2 FPI3 FPI4 FPI5 FPI6 FPIAL FPRFLST MJPGRP MJPRG MJPTYP OVRTEXP PFPI PGRP PHASE PHPRG PPC PROG PTYP STPFST	ALL
Fixed Assets – Memo (D_FA_MEMO)	FA FC FD FM	ALL
Fixed Assets – Capital (D_FA_CAPITAL)	All Resources from D_FA_MEMO – PLUS – FI FT FX	ALL
General Accounting Level 1 (D_GA_LVL_01)	ITA ITI	ALL
General Accounting Level 5 (D_GA_LVL_05)	ALL Resources from D_GA_LVL_01 – PLUS – JVA	ALL
Interagency Level 1 (D_IA_LVL_01)	IET IPO IPO2 ITA ITI PO3	ALL
PCard Processor (D_PCARD_LVL_01)	PRCC PRCUA PRCUT PRCUU	ALL

Security Role	Resource ID	Available to Dept(s)
Procurement Level 1 (D_PROC_LVL_01)	CMR CT DO EV EVT FDT IRFP MA MACSL MMR PE PO PRCUID PRCUNOTE RC RCSRCH RFI RFQ RN RQM RQS RS SOQA SR TM UR URCATS URSRCHMA	ALL
Procurement Level 5 (D_PROC_LVL_05)	ALL Resources from D_PROC_LVL_01 – PLUS – ITB RFP USER WTEAM	ALL
Procurement Level 10 (D_PROC_LVL_10)	ALL Resources from D_PROC_LVL_01 and D_PROC_LVL_05 – PLUS – BUYR MANGT MANG PLOC	ALL
Travel Processor Level 1 (D_TRAVEL_LVL_01)	TAPO TAPRC TRQS	ALL
Travel Processor Level 5 (D_TRAVEL_LVL_05)	TAPO TAPRC TRQS	ALL
UDOC Security (D_UDOC_LVL_01)	UDOC	06, 07, 08, 10, 11, 12
Vendor Creation & Maintenance (D_VENDOR_LVL_01)	VCC VCM VCUST	01, 02, 06, 11, 30

Security Role	Resource ID	Available to Dept(s)
Warehouse Consumption (D_WHSE_CONS)	CI IA IC INVF INVN IREP PI SN	25 - DOT
Warehouse Consumption/Purchase (D_WHSE_CONS/PRCH)	PO RC RQS	09 – DMVA, 25 - DOT
Warehouse Purchase (D_WHSE_PRCH)	IA IC INVF INVN IREP OC SN	09 – DMVA
Warehouse Requestor (D_WHSE_REQ)	SRQ	25 – DOT
Dept 02 R&B Accounts Payable Read (D_AP_02RB_READ)	MDRB	02 – DOA
Dept 02 R&B Accounts Payable (D_AP_02RB_UPD)	MDRB	02 – DOA
Dept 04 PFD Accounts Payable (D_AP_04PF_READ)	MDPF	04 – DOR
Dept 04 PFD Accounts Payable (D_AP_04PF_UPD)	MDPF	04 – DOR
Dept 05 ACPE PS Accounts Payable Read (D_AP_05PS_READ)	MDPS	05 – EED
Dept 05 ACPE PS Accounts Payable (D_AP_05PS_UPD)	MDPS	05 – EED
Dept 06 MA Accounts Payable Read (D_AP_06MA_READ)	MDMA	06 – HSS
Dept 06 MA Accounts Payable (D_AP_06MA_UPD)	MDMA	06 – HSS
Dept 06 WL Accounts Payable Read (D_AP_06WL_READ)	MDWL	06 – HSS
Dept 06 WL Accounts Payable (D_AP_06WL_UPD)	MDWL	06 – HSS
Dept 25 Internal Cost Accounting (D_INTCA_25DOT)	CH5 ICT	25 – DOT
Department Interface Certification Roles (INTREC_##_XXXX)	INTREC	All

Confidential Document Approver (APPROVER_CFIN)

This security role is assigned to users in agencies that process CGAX or CPCR documents which include all departments except Department 08 through 18 and Department 25 as these departments do not create confidential documents.

This role allows the user to take the action of “Approve” or “Reject All” on Confidential Documents.

The following are the resources assigned:

Resource ID	Resource Name	Resource	Workflow Required
CGAX	Confidential Payment Request (non-commodity)	Document	Yes
CPCR	Confidential Payment Request (commodity)	Document	Yes

Document Approver (APPROVER_FIN)

This security is assigned to users in all agencies. It allows the user to take the action of “Approve” or “Reject All” on non-confidential documents. If a user is assigned a worklist, they will automatically be assigned this security role.

The following are the resources assigned:

Resource ID	Resource Name	Resource	Workflow Required
All Documents	All non-confidential Document Resources that process through workflow	Document	Yes

Accounts Payable Level 1 (D_AP_LVL_01)

This Security Role is assigned to users in all agencies. It is designed for accounts payable staff and provides the least amount of access/security to accounts payable functions.

See [Accounts Payable Level 5 \(D_AP_LVL_05\)](#) for additional resources available.

Users cannot be assigned both levels of Accounts Payable Security.

The following are the resources assigned:

Resource ID	Resource Name	Resource	Workflow Required
CH8	Balanced Charge Document	Document	Yes
FDT	Future Document Triggering	Page	N/A
GAE	Encumbrance	Document	Yes
GAE1	Vendor 1099 Correction	Document	Yes
GAEC	Encumbrance Correction	Document	Yes
GAX	Payment Request (non-commodity)	Document	Yes
IN	Invoice	Document	Yes
INVSS	Vendor Self Service (VSS) Invoice	Document	Yes
MACSL	Master Agreement Commodity Search	Link	No
MDFW	Field Warrant Manual Disbursement	Document	Yes
MDHW	Hand Warrant Manual Disbursement	Document	Yes
PCGAX	Petty Cash	Document	Yes
PRC	Commodity Based Payment Request	Document	Yes
PRM	Matching PR	Document	Yes
URSRCHMA	Mater Agreement Search	Page	N/A

Accounts Payable Level 5 (D_AP_LVL_05)

This Security Role can be assigned to users in all agencies. It is designed for accounts payable staff and provides a higher level of access/security to accounts payable functions.

This Security Role **includes the same resources as [Accounts Payable Level 1 \(D_AP_LVL_01\)](#)**, plus the additional resources listed below.

Users cannot be assigned both levels of Accounts Payable Security.

The following are the resources assigned:

Resource ID	Resource Name	Resource	Workflow Required
CEC	Commodity Based Encumbrance Correction	Document	Yes

Accounts Receivable Level 1 (D_AR_LVL_01)

This Security Role can be assigned to users in all agencies. It is designed for cost accounting staff and allows the least amount of access and action a user can take in relation to accounts receivable functions.

See [Accounts Receivable Level 5 \(D_AR_LVL_05\)](#) for additional security access.

Users cannot be assigned both levels of Accounts Receivable Security.

The following are the resources assigned:

Resource ID	Resource Name	Resource	Workflow Required
CR1	Cash Receipt	Document	Yes
CR2	Cash Receipt with Receivable	Document	Yes
FDT	Future Document Triggering	Page	No
PPPT	Payment Plan Print	Page	No
RE	Receivable	Document	Yes

Accounts Receivable Level 5 (D_AR_LVL_05)

This Security Role can be assigned to users in all agencies. It is designed for cost accounting staff and allows more access and action a user can take in relation to accounts receivable functions.

This Security Role **includes the same resources as [Accounts Receivable Level 1 \(D_AR_LVL_01\)](#)**, plus the additional resources listed below.

Users cannot be assigned both levels of Accounts Receivable Security.

The following are the resources assigned:

Resource ID	Resource Name	Resource	Workflow Required
BILLR	Billing Rate	Page	N/A
BINST	Billing Instruction	Page	N/A
DBPRO	Department Billing Profile	Page	N/A
DBGN	Dunning Message	Page	N/A

Budget Level 1 (D_BUDGET_LVL_01)

This Security Role can be assigned to users in all agencies. It is designed for budget staff.

The following are the resources assigned:

Resource ID	Resource Name	Resource	Workflow Required
BGDE70	Department Operating Expense Budget	Document	Yes
BGDE72	Department Capital Expense Budget	Document	Yes
BGE70	Central Operating Expense Budget	Document	Yes
BGE72	Central Capital Expense Budget	Document	Yes
BGR71	Central Operating Revenue Budget	Document	Yes
BGR73	Central Capital Revenue Budget	Document	Yes
SRR1	Seed Restricted Revenue	Document	Yes

Chart of Accounts Coordinator (D_COA_COORD)

This Security Role can be assigned to users in all agencies. It is designed for staff responsible for adding and maintaining department Charge of Accounts.

The following are the resources assigned:

Resource ID	Resource Name	Resource	Workflow Required
ACAT	Activity Category	Page	N/A
ACLS	Activity Class	Page	N/A
ACTV	Activity	Page	N/A
DOCAT	Department Object Category	Page	N/A
DOGRP	Department Object Group	Page	N/A
DOTYP	Department Object Type	Page	N/A
FNCAT	Function Category	Page	N/A
FNCLS	Function Class	Page	N/A
FUNC	Function	Page	N/A
LCAT	Location Category	Page	N/A
LCLS	Location Class	Page	N/A
LOC	Location	Page	N/A
SACTV	Sub Activity	Page	N/A
SFUNC	Sub Function	Page	N/A
SLOC	Sub Location	Page	N/A
STASK	Sub Task	Page	N/A
TASK	Task	Page	N/A

Confidential Document Read Only (D_CONF_READ)

This Security Role can be assigned to users in all agencies except Department 08, 11, 12, 18 and 25. It is designed for staff to have READ ONLY access to their department's confidential payment documents.

If the user needs to create confidential payments, they should be assigned the [Confidential Document Update \(D_CONF_UPD\)](#) security role.

Users cannot be assigned both levels of Confidential Document Security.

The following are the resources assigned:

Resource ID	Resource Name	Resource	Workflow Required
CAD	Confidential Automated Manual Disbursement	Document	Yes
CEFT	Confidential Automated Electronic Fund Transfer	Document	Yes
CMD	Confidential Manual Disbursement	Document	No (no longer created)
CGAX	Confidential Payment Request (non-commodity)	Document	Yes
CPRC	Confidential Payment Request (commodity based)	Document	Yes

Confidential Document Update (D_CONF_UPD)

This Security Role can be assigned to users in all agencies except Department 08, 11, 12, 18 and 25. It is designed for staff to create confidential payment documents.

If the user needs to view only confidential payments, they should be assigned the [Confidential Document Read Only \(D_CONF_READ\)](#) security role.

Users cannot be assigned both levels of Confidential Document Security.

The following are the resources assigned:

Resource ID	Resource Name	Resource	Workflow Required
CGAX	Confidential Payment Request (non-commodity)	Document	Yes
CPRC	Confidential Payment Request (commodity based)	Document	Yes

Cost Accounting Level 1 (D_CA_LVL_01)

This Security Role can be assigned to users in all agencies. It is designed for cost accounting staff; provides the least amount of access to the system; and allows the least amount of “action” a user can take in relation to cost accounting resources.

See [Cost Accounting Level 5 \(D_CA_LVL_05\)](#) for additional resources available.

Users cannot be assigned both levels of Cost Accounting Security.

The following are the resources assigned:

Resource ID	Resource Name	Resource	Workflow Required
BGP74	Program by Appropriation and Line Item	Document	Yes
BGP75	Program Phase by Appropriation and Line Item	Document	Yes
BGPDR	Reimbursable Grant Budget	Document	Yes
BGPHR	Phase Reimbursable Budget	Document	Yes
CAM	Cost Accounting Modification	Document	Yes
CAS	Cost Accounting Setup	Document	Yes
CH6	Cost Accounting Expenditure Correction	Document	Yes
CH8	Balanced Charge Document	Document	Yes
CR1	Cash Receipt	Document	Yes
CR2	Cash Receipt with Receivable	Document	Yes
IKM	In Kind Match	Document	Yes
JVC	Cost Accounting Journal Voucher	Document	Yes
RE	Receivable	Document	Yes

Cost Accounting Level 5 (D_CA_LVL_05)

This Security Role can be assigned to users in all agencies. It is designed for cost accounting staff and provides a higher level of access/security to cost accounting functions than Cost Accounting Level 1.

This Security Role **includes the same resources as Cost Accounting Level 1 (D_CA_LVL_01), plus** the additional resources listed below.

Users cannot be assigned both levels of Cost Accounting Security.

The following are the resources assigned:

Resource ID	Resource Name	Resource	Workflow Required
FACPER	FA Const Prog Expenditure Reconciliation	Page	N/A
FACPERD	FA Const Prog Expenditure Reconciliation Detail	Page	N/A
FHWACLN	FHWA Rejection Records	Page	N/A
FPI1	Funding Profile Interference 1	Page	N/A
FPI2	Funding Profile Interference 2	Page	N/A
FPI3	Funding Profile Interference 3	Page	N/A
FPI4	Funding Profile Interference 4	Page	N/A
FPI5	Funding Profile Interference 5	Page	N/A
FPI6	Funding Profile Interference 6	Page	N/A
FPIAL	Funding Profile Inference by Activity & Location	Page	N/A
FPRFLST	Funding Profile Select	Page	N/A
MJPGRP	Major Program Group	Page	N/A
MJPRG	Major Program	Page	N/A
MJPTYP	Major Program Type	Page	N/A
OVDRTXP	Overhead Rate Exception	Page	N/A
PFPI	Program Funding Profile Inference	Page	N/A
PGRP	Program Group	Page	N/A
PHASE	Phase	Page	N/A
PHPRG	Program Phase	Page	N/A
PPC	Program Period	Page	N/A
PRGREQ	Program Activity Requirement	Page	N/A
PROG	Program Setup	Page	N/A
PTYP	Program Type	Page	N/A
STPFST	Stage Profile Select	Page	N/A

Fixed Assets – Memo (D_FA_MEMO)

This Security Role can be assigned to users in all agencies. It is designed for property custodians and other staff responsible for tracking fixed assets and tagged property. This role provides the ability to create documents associated with Memo Fixed Assets which are controlled properties.

See [Fixed Assets – Capital \(D_FA_CAPITAL\)](#) for additional access to Fixed Asset resources.

Users cannot be assigned both levels of Fixed Assets Security.

The following are the resources assigned:

Resource ID	Resource Name	Resource	Workflow Required
FA	Fixed Asset Acquisition	Document	Yes
FC	Fixed Asset Cancellation	Document	Yes

Resource ID	Resource Name	Resource	Workflow Required
FD	Fixed Asset Disposition	Document	Yes
FM	Fixed Asset Modification	Document	Yes

Fixed Assets – Capital (D_FA_CAPITAL)

This Security Role can be assigned to users in all agencies. It is designed for property custodians and other staff responsible for tracking fixed assets and tagged property. **This role provides the ability to create documents associated with Capital Fixed Assets which are tracked by DOF Accounting Services for the CAFR report.**

This Security Role **includes the same resources as the [Fixed Assets – Memo \(D_FA_MEMO\)](#)**, plus the additional resources listed below.

Users cannot be assigned both levels of Fixed Assets Security.

The following are the resources assigned:

Resource ID	Resource Name	Resource	Workflow Required
FI	Fixed Asset Increase/Decrease	Document	Yes
FT	Fixed Asset Transfer	Document	Yes
FX	Fixed Type Change	Document	Yes

General Accounting Level 1 (D_GA_LVL_01)

This Security Role can be assigned to users in all agencies. It is designed for staff responsible for internal transactions and provides the least amount of access to the system; and allows the least amount of “action” a user can take in relation to internal transaction resources.

See [General Accounting Level 5 \(D_GA_LVL_05\)](#) for additional access to General Accounting resources.

Users cannot be assigned both levels of General Accounting Security.

The following are the resources assigned:

Resource ID	Resource Name	Resource	Workflow Required
ITA	Internal Transaction Agreement	Document	Yes
ITI	Internal Transaction Initiator	Document	Yes

General Accounting Level 5 (D_GA_LVL_05)

This Security Role can be assigned to users in all agencies. It is designed for general accounting staff responsible for internal transactions and provides a higher level of access/security than General Accounting Level 1 for these functions.

This Security Role **includes the same resources as the [General Accounting Level 1 \(D_GA_LVL_01\)](#)**, plus the additional resources listed below.

Users cannot be assigned both levels of General Accounting Security.

The following are the resources assigned:

Resource ID	Resource Name	Resource	Workflow Required
JVA	Advanced Journal Entry	Document	Yes

Interagency Level 1 (D_IA_LVL_01)

This Security Role can be assigned to users in all agencies. It is designed for staff responsible for interagency receipts.

The following are the resources assigned:

Resource ID	Resource Name	Resource	Workflow Required
IET	Internal Exchange Transaction	Document	Yes
IPO	Internal Purchase Order	Document	Yes
IPO2	Internal PO Reimbursable Services Agreement	Document	Yes
ITA	Internal Transaction Agreement	Document	Yes
ITI	Internal Transaction Initiator	Document	Yes
PO3	Grant Given Purchaser Order	Document	Yes

PCard Processor (D_PCARD_LVL_01)

This Security Role can be assigned to users in all agencies. It is designed for staff responsible for clearing PCard transactions.

The following are the resources assigned:

Resource ID	Resource Name	Resource	Workflow Required
PRCC	Procurement Card	Document	Yes
PRCUA	Procurement Card Administration	Page	Yes
PRCUT	Processed Procurement Card Transactions	Page	Yes
PRCUU	Unprocessed Procurement Card Transactions	Page	Yes

Procurement Level 1 (D_PROC_LVL_01)

This Security Role can be assigned to users in all agencies. It is designed for procurement staff and allows the least amount of “action” a user can take in relation to procurement related functions.

See [Procurement Level 5 \(D_PROC_LVL_05\)](#) and [Procurement Level 10 \(D_PROC_LVL_10\)](#) for additional access to Procurement resources.

Users cannot be assigned more than one Procurement Level of security.

The following are the resources assigned:

Resource ID	Resource Name	Resource	Workflow Required
CMR	Contract Revision	Document	Yes
CT	Contract	Document	Yes
DO	Delivery Order	Document	Yes
EV	Evaluation	Document	Yes
EVT	Evaluator	Document	Yes
FDT	Future Document Triggering	Page	N/A
IRFP	Informal Request for Proposal	Document	Yes
MA	Master Agreement	Document	Yes
MASCL	Master Agreement Commodity Search	Link	N/A
MMR	Master Agreement Revision	Document	N/A
PE	Performance Evaluation	Document	Yes
PO	Purchase Order	Document	Yes
PRCUID	Procurement Management	Page	N/A

Resource ID	Resource Name	Resource	Workflow Required
PRCUNOTE	Procurement Notes (Link in PRCUID)	Link	N/A
RC	Receiver	Document	Yes
RCSRCH	Receiving Search	Page	N/A
RFI	Request for Information	Document	Yes
RFQ	Request for Quotes	Document	Yes
RN	Renewal	Document	Yes
RQM	Master Agreement Requisition	Document	Yes
RQS	Standard Requisition	Document	Yes
RS	Stand Alone Receiver	Document	Yes
SOQA	Solicitation Question and Answer Detail	Page	N/A
SR	Solicitation Response	Document	Yes
TM	Termination	Document	Yes
UR	Universal Requestor	Document	Yes
URCATS	Universal Requestor Catalog Search	Page	N/A
URSRCHMA	Master Agreement Search	Page	N/A

Procurement Level 5 (D_PROC_LVL_05)

This Security Role can be assigned to users in all agencies. It is designed for procurement staff and provides a higher level of access to the system; and allows a higher amount of “action” a user can take in relation to procurement related functions.

See [Procurement Level 10 \(D_PROC_LVL_10\)](#) for additional access to Procurement resources.

This Security Role **includes the same resources as [Procurement Level 1 \(D_PROC_LVL_01\)](#), plus additional** resources as outlined below.

Users cannot be assigned more than one Procurement Level of security.

The following are the resources assigned:

Resource ID	Resource Name	Resource	Workflow Required
ITB	Bid Invitation	Document	Yes
RFP	Request for Proposal	Document	Yes
USER	Procurement User	Page	N/A
WTEAM	Manager Team	Page	N/A

Procurement Level 10 (D_PROC_LVL_10)

This Security Role can be assigned to users in all agencies. It is designed for procurement staff and provides the highest level of access to the system; and allows the highest amount of “action” a user can take in relation to procurement related functions.

This Security Role **includes the same resources as [Procurement Level 1 \(D_PROC_LVL_01\)](#) and [Procurement Level 5 \(D_PROC_LVL_05\)](#), plus additional** resources as outlined below.

Users cannot be assigned more than one Procurement Level of security.

The following are the resources assigned:

Resource ID	Resource Name	Resource	Workflow Required
BUYR	Buyer	Page	N/A

Resource ID	Resource Name	Resource	Workflow Required
MANGT	Manager by Team	Page	N/A
MANG	Manager	Page	N/A
PLOC	Procurement Location	Page	N/A

Travel Processor Level 1 (D_TRAVEL_LVL_01)

This Security Role is currently not being used at this time. This Security Role can be assigned to users in all agencies. It is designed for travel processors who need the ability to only create and validate Travel documents but not submit them.

See security role [Travel Processor Level 5 \(D_TRAVEL_LVL_05\)](#) for higher level of security, which allows created, edit, and submittal of travel documents.

Users can only be assigned one Travel Processor security role.

The following are the resources assigned:

Resource ID	Resource Name	Resource	Workflow Required
TRQS	Travel Standard Requisition	Document	Yes
TAPO	Travel Authorization	Document	Yes
TAPRC	Travel Payment Request	Document	Yes

Travel Processor Level 5 (D_TRAVEL_LVL_05)

This Security Role can be assigned to users in all agencies. It is designed for travel processors. Whereas level 1 only allows the creation of the travel documents, this security role allows create, edit, submit of all travel documents.

See security role [Travel Processor Level 1 \(D_TRAVEL_LVL_01\)](#) for lower level of security.

User cannot be assigned both levels of Travel processing security.

The following are the resources assigned:

Resource ID	Resource Name	Resource	Workflow Required
TRQS	Travel Standard Requisition	Document	Yes
TAPO	Travel Authorization	Document	Yes
TAPRC	Travel Payment Request	Document	Yes

UDOC Security (D_UDOC_LVL_01)

This Security Role is only assigned to users within agencies that have been approved to create their own User Documents (UDOC). It is created used to assign/remove IRIS Security roles in FIN.

The following are the resources assigned:

Resource ID	Resource Name	Resource	Workflow Required
UDOC	User Document Creation (Security Setup)	Document	Yes

Vendor Creation & Maintenance (D_VENDOR_LVL_01)

This Security Role is only assigned to users within the agencies that have been approved to create or maintain vendor records.

The following are the resources assigned:

Resource ID	Resource Name	Resource	Workflow Required
VCC	Vendor Customer Creation	Document	Yes
VCM	Vendor Customer Maintenance	Document	Yes
VCUST	Vendor Customer List	Page	No

Warehouse Consumption (D_WHSE_CONS)

This Security Role can only be assigned to user in the Department of Transportation (DOT). It is designed for the Warehouse Inventory, Consumption method.

The following are the resources assigned:

Resource ID	Resource Name	Resource	Workflow Required
CI	Stock Issue Confirmation	Document	No
IA	Inventory / Stock Adjustment	Document	No
IC	Inventory / Stock Correction	Document	Yes
INVF	Inventory Freeze	Page	Yes
INVN	Inventory Maintenance	Page	Yes
IREP	Inventory Replacement	Page	Yes
PI	Stock Pick and Issue	Document	No
SN	Stock Return	Document	Yes

Warehouse Consumption/Purchase (D_WHSE_CONS/PRCH)

This Security Role is used only the Department of Transportation (DOT) and Military and Veteran Affairs (DMVA).

The following are the resources assigned:

Resource ID	Resource Name	Resource	Workflow Required
DO	Deliver Order	Document	Yes
PO	Purchase Order	Document	Yes
RQS	Standard Requisition	Document	Yes

Warehouse Purchase (D_WHSE_PRCH)

This Security Role can only be assigned to users in the Department of Military and Veteran Affairs (DMVA). It is designed for the use of the Warehouse Inventory, Purchase method.

The following are the resources assigned:

Resource ID	Resource Name	Resource	Workflow Required
IA	Inventory/Stock Adjustment	Document	Yes
IC	Inventory/Stock Correction	Document	Yes
INVF	Inventory Freeze	Page	Yes
INVN	Inventory Maintenance	Page	Yes
IREP	Inventory Replacement	Page	Yes
OC	Over the Counter Stock Issue	Document	Yes
SN	Stock Return	Document	Yes

Warehouse Requestor (D_WHSE_REQ)

This Security Role is used only the Department of Transportation (DOT).

The following are the resources assigned:

Resource ID	Resource Name	Resource	Workflow Required
SRQ	Stock Request	Document	Yes

Dept 02 R&B Accounts Payable Read (D_AP_02RB_READ)

This Security Role is used only by the Department of Administration, Retirement and Benefits Staff. It is assigned to individual who should have **read only** access to the MDRB document.

The following are the resources assigned:

Resource ID	Resource Name	Resource	Workflow Required
MDRB	Retirement and Benefits Manual Disbursement	Document	Yes

If users need to create/edit the MDRB Document, they should be assigned the associated UPD security role.

Dept 02 R&B Accounts Payable (D_AP_02RB_UPD)

This Security Role is used only the Department of Administration, Retirement and Benefits Staff. It is assigned to users who should have the ability to discard and cancel documents. Users are not permitted to create new documents.

The following are the resources assigned:

Resource ID	Resource Name	Resource	Workflow Required
MDRB	Retirement and Benefits Manual Disbursements	Document	Yes

If users need to only “view” the MDRB document, they should be assigned the associated READ security role.

Dept 04 PFD Accounts Payable (D_AP_04PF_READ)

This Security Role is assigned to only the Department of Revenue, Permanent Fund Division staff. It is assigned to individual who

The following are the resources assigned:

Resource ID	Resource Name	Resource	Workflow Required
MDPF	Permanent Fund Manual Disbursement	Document	Yes

If users need to create/edit the MDPF Document, they should be assigned the associated UPD security role.

Dept 04 PFD Accounts Payable (D_AP_04PF_UPD)

This Security Role is assigned to only the Department of Revenue, Permanent Fund Division staff. It is used to process permanent fund payments. It should be assigned to users who can cancel existing documents. Users are not permitted to create new documents.

The following are the resources assigned:

Resource ID	Resource Name	Resource	Workflow Required
MDPF	Permanent Fund Manual Disbursement	Document	Yes

If users need to only view the MDPF document, they should be assigned the associated READ security role.

Dept 05 ACPE PS Accounts Payable Read (D_AP_05PS_READ)

This Security Role is assigned to only the Department of Education, Alaska Commission on Postsecondary Education (ACPE) staff. It is assigned to individual who should have read only access to MDPS document.

The following are the resources assigned:

Resource ID	Resource Name	Resource	Workflow Required
MDPS	ACPE Manual Disbursement	Document	Yes

If users need to create/edit the MDPS Document, they should be assigned the associated UPD security role.

Dept 05 ACPE PS Accounts Payable (D_AP_05PS_UPD)

This Security Role is assigned to only the Department of Education, Alaska Commission on Postsecondary Education (ACPE) staff. It is used to process student loan payments. It is used to process permanent fund payments. It should be assigned to users who can cancel existing documents. Users are not permitted to create new documents.

The following are the resources assigned:

Resource ID	Resource Name	Resource	Workflow Required
MDPS	ACPE Manual Disbursement	Document	Yes

If users need to only view the MDPS document, they should be assigned the associated READ security role.

Dept 06 MA Accounts Payable Read (D_AP_06MA_READ)

This Security Role is assigned to only the Department of Health and Social Services, Medical Assistance staff. It is assigned to individual who should have read only access to MDMA document.

The following are the resources assigned:

Resource ID	Resource Name	Resource	Workflow Required
MDMA	Medical Assistant Manual Disbursement	Document	Yes

If users need to create/edit the MDMA Document, they should be assigned the associated UPD security role.

Dept 06 MA Accounts Payable (D_AP_06MA_UPD)

This Security Role is assigned to only the Department of Health and Social Services, Medical Assistance staff. It is used to process medical assistant payments. It is used to process permanent fund payments.

The following are the resources assigned:

Resource ID	Resource Name	Resource	Workflow Required
MDMA	Medical Assistant Manual Disbursement	Document	Yes

If users need to only view the MDMA document, they should be assigned the associated READ security role.

Dept 06 WL Accounts Payable Read (D_AP_06WL_READ)

This Security Role is assigned to only the Department of Health and Social Services, Welfare staff. It is assigned to individual who should have read only access to MDWL document.

The following are the resources assigned:

Resource ID	Resource Name	Resource	Workflow Required
MDWL	Welfare Manual Disbursement	Document	Yes

If users need to create/edit the MDWL Document, they should be assigned the associated UPD security role.

Dept 06 WL Accounts Payable (D_AP_06WL_UPD)

This Security Role is assigned to only the Department of Health and Social Services, Welfare staff. It is used to process welfare payments.

The following are the resources assigned:

Resource ID	Resource Name	Resource	Workflow Required
MDWL	Welfare Manual Disbursements	Document	Yes

If users need to only view the MDWL document, they should be assigned the associated READ security role.

Dept 25 Internal Cost Accounting (D_INTCA_25DOT)

This Security Role can only be assigned to user in the Department of Transportation (DOT). It is designed for internal cost accounting functions.

The following are the resources assigned:

Resource ID	Resource Name	Resource	Workflow Required
CH5	Internal Cost Billings	Document	Yes
ICT	Internal Costing Usage	Document	Yes

Department Interface Certification Roles (INTREC_##_XXXX)

The Department Interface Certification Roles are department and interface specific. They are configured to give assignees access to one page and table. The following are the resources assigned:

Resource ID	Resource Name	Resource	Workflow Required
INTREC	Interface Certification	Page	No

Interface Certification Dept 01 Div GELE – INTREC_01_GELE

This Security Role can only be assigned to user in the Office of the Governor. It is designed give access to and to process interfaces.

Interface Certification Dept 02 Div ABGT – INTREC_02_ABGT

This Security Role can only be assigned to user in the Department of Administration. It is designed give access to and to process interfaces.

Interface Certification Dept 02 Div ADOF – INTREC_02_ADOF

This Security Role can only be assigned to user in the Department of Administration. It is designed give access to and to process interfaces.

Interface Certification Dept 02 Div ADRA – INTREC_02_ADRA

This Security Role can only be assigned to user in the Department of Administration. It is designed give access to and to process interfaces.

Interface Certification Dept 02 Div ADRB – INTREC_02_ADRB

This Security Role can only be assigned to user in the Department of Administration. It is designed give access to and to process interfaces.

Interface Certification Dept 02 Div AOCA – INTREC_02_AOCA

This Security Role can only be assigned to user in the Department of Administration. It is designed give access to and to process interfaces.

Interface Certification Dept 02 Div APAY – INTREC_02_APAY

This Security Role can only be assigned to user in the Department of Administration. It is designed give access to and to process interfaces.

Interface Certification Dept 04 Div RINV – INTREC_04_RINV

This Security Role can only be assigned to user in the Department of Revenue. It is designed give access to and to process interfaces.

Interface Certification Dept 04 Div RPFDP – INTREC_04_RPFDP

This Security Role can only be assigned to user in the Department of Revenue. It is designed give access to and to process interfaces.

Interface Certification Dept 04 Div RTAX – INTREC_04_RTAX

This Security Role can only be assigned to user in the Department of Revenue. It is designed give access to and to process interfaces.

Interface Certification Dept 04 Div RTRS – INTREC_04_RTRS

This Security Role can only be assigned to user in the Department of Revenue. It is designed give access to and to process interfaces.

Interface Certification Dept 04 Div RUCP – INTREC_04_RUCP

This Security Role can only be assigned to user in the Department of Revenue. It is designed give access to and to process interfaces.

Interface Certification Dept 05 Grant – INTREC_05_EGMS

This Security Role can only be assigned to user in the Department of Education and Early Development. It is designed give access to and to process interfaces.

Interface Certification Dept 05 Div EPMD – INTREC_05_EPMD

This Security Role can only be assigned to user in the Department of Education and Early Development. It is designed give access to and to process interfaces.

Interface Certification Dept 05 Div EPSE – INTREC_05_EPSE

This Security Role can only be assigned to user in the Department of Education and Early Development, Post-Secondary Education. It is designed give access to and to process interfaces.

Interface Certification Dept 06 Div HCAP – INTREC_06_HCAP

This Security Role can only be assigned to user in the Department of Health and Social Services. It is designed give access to and to process interfaces.

Interface Certification Dept 06 Div HDBH – INTREC_06_HDBH

This Security Role can only be assigned to user in the Department of Health and Social Services. It is designed give access to and to process interfaces.

Interface Certification Dept 06 Div HDP A – INTREC_06_HDP A

This Security Role can only be assigned to user in the Department of Health and Social Services. It is designed give access to and to process interfaces.

Interface Certification Dept 06 Div HHAS – INTREC_06_HHAS

This Security Role can only be assigned to user in the Department of Health and Social Services. It is designed give access to and to process interfaces.

Interface Certification Dept 06 Div HMMS – INTREC_06_HMMS

This Security Role can only be assigned to user in the Department of Health and Social Services. It is designed give access to and to process interfaces.

Interface Certification Dept 06 Div HOCS – INTREC_06_HOCS

This Security Role can only be assigned to user in the Department of Health and Social Services. It is designed give access to and to process interfaces.

Interface Certification Dept 07 Div BDVR – INTREC_07_BDVR

This Security Role can only be assigned to user in the Department of Labor and Workforce Development. It is designed give access to and to process interfaces.

Interface Certification Dept 07 Div BFFP – INTREC_07_BFFP

This Security Role can only be assigned to user in the Department of Labor and Workforce Development. It is designed give access to and to process interfaces.

Interface Certification Dept 08 Div CRCP – INTREC_08_CRCP

This Security Role can only be assigned to user in the Department of Commerce and Community Development. It is designed give access to and to process interfaces.

Interface Certification Dept 08 Div DINV – INTREC_08_DINV

This Security Role can only be assigned to user in the Department of Commerce and Community Development. It is designed give access to and to process interfaces.

Interface Certification Dept 10 Div NREV – INTREC_10_NREV

This Security Role can only be assigned to user in the Department of Natural Resources. It is designed give access to and to process interfaces.

Interface Certification Dept 11 Div FLIC – INTREC_11_FLIC

This Security Role can only be assigned to user in the Department of Fish and Game. It is designed give access to and to process interfaces.

Interface Certification Dept 25 Div TAIS – INTREC_25_TAIS

This Security Role can only be assigned to user in the Department of Transportation and Public Facilities. It is designed give access to and to process interfaces.

Interface Certification Dept 25 Div TFMS – INTREC_25_TFMS

This Security Role can only be assigned to user in the Department of Transportation and Public Facilities. It is designed give access to and to process interfaces.

Interface Certification Dept 25 Div TMMS – INTREC_25_TMMS

This Security Role can only be assigned to user in the Department of Transportation and Public Facilities. It is designed give access to and to process interfaces.

Interface Certification Dept 25 Div TSEF – INTREC_25_TSEF

This Security Role can only be assigned to user in the Department of Transportation and Public Facilities. It is designed give access to and to process interfaces.

Interface Certification Dept 41 Div CJRY – INTREC_41_CJRY

This Security Role can only be assigned to user in the Alaska Court System. It is designed give access to and to process interfaces.

Documents and Page Resources List

This section provides a list of resources that are included in the Security Roles that are assigned to Department users. By clicking on the link of the Resource you will be taken to that resource description within the document.

Resource	Resource Type	Workflow Required	Security Role(s)
ACAT – Activity Category	Page	N/A	D_COA_COORD
ACLS – Activity Class	Page	N/A	D_COA_COORD
ACTV – Activity	Page	N/A	D_COA_COORD
BGDE70 – Department Operating Expense Budget	Document	Yes	D_BUDGET_LVL_01
BGDE72 – Department Capital Expense Budget	Document	Yes	D_BUDGET_LVL_01
BGE70 – Central Operating Expense Budget	Document	Yes	D_BUDGET_LVL_01
BGE72 – Central Capital Expense Budget	Document	Yes	D_BUDGET_LVL_01
BGP74 – Program by Appropriation and Line Item	Document	Yes	D_CA_LVL_01 D_CA_LVL_05
BGP75 – Program Phase by Appropriation and Line Item	Document	Yes	D_CA_LVL_01 D_CA_LVL_05

Resource	Resource Type	Workflow Required	Security Role(s)
BGPDR – Reimbursable Grant Budget	Document	Yes	D_CA_LVL_01 D_CA_LVL_05
BGPHR – Phase Reimbursable Budget	Document	Yes	D_CA_LVL_01 D_CA_LVL_05
BGR71 – Central Operating Revenue Budget	Document	Yes	D_BUDGET_LVL_01
BGR73 – Central Capital Revenue Budget	Document	Yes	D_BUDGET_LVL_01
BILLR – Billing Rate	Page	N/A	D_AR_LVL_05
BINST – Billing Instruction	Page	N/A	D_AR_LVL_05
BUYR - Buyer	Page	N/A	D_PROC_LVL_10
CAD – Confidential Automated Manual Disbursement	Document	Yes	D_CONF_READ
CAM – Cost Accounting Modification	Document	Yes	D_CA_LVL_01 D_CA_LVL_05
CAS – Cost Accounting Setup	Document	Yes	D_CA_LVL_01 D_CA_LVL_05
CEC – Commodity Based Encumbrance Correction	Document	Yes	D_AP_LVL_05
CEFT – Confidential Automated Electronic Fund Transfer	Document	Yes	D_CONF_READ
CGAX – Confidential Payment Request (non-commodity)	Document	Yes	D_CONF_READ D_CONF_UPD
CH5 – Internal Cost Billings	Document	Yes	D_INTCA_25DOT
CH6 - Cost Accounting Expenditure Correction	Document	Yes	D_CA_LVL_01 D_CA_LVL_05
CH8 - Balanced Charge Document	Document	Yes	D_AP_LVL_01 D_AP_LVL_05 D_CA_LVL_01 D_CA_LVL_05
CI – Stock Issue Confirmation	Document	Yes	D_WHSE_CONS
CMD – Confidential Manual Disbursement	Document	Yes	D_CONF_READ
CMR – Contract Revision	Document	Yes	D_PROC_LVL_01 D_PROC_LVL_05 D_PROC_LVL_10
CPRC – Confidential Payment Request (commodity based)	Document	Yes	D_CONF_READ D_CONF_UPD
CR1 – Cash Receipt	Document	Yes	D_AP_LVL_01 D_AR_LVL_05 D_CA_LVL_01 D_CA_LVL_05
CR2 – Cash Receipt with Receivable	Document	Yes	D_AR_LVL_01 D_AR_LVL_05 D_CA_LVL_01 D_CA_LVL_05
CT - Contract	Document	Yes	D_PROC_LVL_01 D_PROC_LVL_05 D_PROC_LVL_10
DBPRO – Department Billing Profile	Page	N/A	D_AR_LVL_05
DNGM – Dunning Message	Page	N/A	D_AR_LVL_05
DO – Delivery Order	Document	Yes	D_PROC_LVL_01 D_PROC_LVL_05 D_PROC_LVL_10
DOCAT – Department Object Category	Page	N/A	D_COA_COORD

Resource	Resource Type	Workflow Required	Security Role(s)
DOTYP - Department Object Type	Page	N/A	D_COA_COORD
EV - Evaluation	Document	Yes	D_PROC_LVL_01 D_PROC_LVL_05 D_PROC_LVL_10
EVT - Evaluator	Document	Yes	D_PROC_LVL_01 D_PROC_LVL_05 D_PROC_LVL_10
FA – Fixed Asset Acquisition	Document	Yes	D_FA_CAPITAL D_FA_MEMO
FACPER – FA Const Prog Expenditure Reconciliation	Page	N/A	D_CA_LVL_05
FACPERD – FA Const Prog Expenditure Reconciliation Detail	Page	N/A	D_CA_LVL_05
FC – Fixed Asset Cancellation	Document	Yes	D_FA_CAPITAL D_FA_MEMO
FD – Fixed Asset Disposition	Document	Yes	D_FA_CAPITAL D_FA_MEMO
Fixed Assets – Capital (D_FA_CAPITAL) Fixed Assets – Memo (D_FA_MEMO) FDT – Future Document Triggering	Page	N/A	D_AP_LVL_05 D_AR_LVL_01 D_AR_LVL_05 D_PROC_LVL_01 D_PROC_LVL_05 D_PROC_LVL_10
FHWACLN – FHWA Rejection Records	Page	N/A	D_CA_LVL_05
FI - Fixed Asset Increase/Decrease	Document	Yes	D_FA_CAPITAL
Fixed Assets – Capital (D_FA_CAPITAL) FM – Fixed Asset Modification	Document	Yes	D_FA_CAPITAL D_FA_MEMO
Fixed Assets – Capital (D_FA_CAPITAL) Fixed Assets – Memo (D_FA_MEMO) FNCAT – Function Category	Page	N/A	D_COA_COORD
FNCLS – Function Class	Page	N/A	D_COA_COORD
FPI1 – Funding Profile Inference 1	Page	N/A	D_CA_LVL_05
FPI2 – Funding Profile Inference 2	Page	N/A	D_CA_LVL_05
FPI3 – Funding Profile Inference 3	Page	N/A	D_CA_LVL_05
FPI4 – Funding Profile Inference 4	Page	N/A	D_CA_LVL_05
FPI5 – Funding Profile Inference 5	Page	N/A	D_CA_LVL_05
FPI6 – Funding Profile Inference 6	Page	N/A	D_CA_LVL_05
FPIAL – Funding Profile Inference by Activity & Location	Page	N/A	D_CA_LVL_05
FPRFLST – Funding Profile Select	Page	N/A	D_CA_LVL_05
FT – Fixed Asset Transfer	Document	Yes	D_FA_CAPITAL
Fixed Assets – Capital (D_FA_CAPITAL) FUNC - Function	Page	N/A	D_COA_COORD
FX – Fixed Asset Type Change	Document	Yes	D_FA_CAPITAL
Fixed Assets – Capital (D_FA_CAPITAL) GAE - Encumbrance	Document	Yes	D_AP_LVL_05
GAE1 – Vendor 1099 Correction	Document	Yes	D_AP_LVL_05
GAEC – Encumbrance Correction	Document	Yes	D_AP_LVL_05
GAX – Payment Request (non-commodity)	Document	Yes	D_AP_LVL_05
IA – Inventory/Stock Adjustment	Document	Yes	D_WHSE_CONS D_WHSE_PRCH

Resource	Resource Type	Workflow Required	Security Role(s)
IC – Inventory / Stock Correction	Document	Yes	D_WHSE_CONS
ICT – Internal Cost Usage	Document	Yes	D_INTCA_25DOT
IET – Internal Exchange Transaction	Document	Yes	D_IA_LVL_01
IKM – In Kind Match	Document	Yes	D_CA_LVL_01 D_CA_LVL_05
IN - Invoice	Document	Yes	D_AP_LVL_01 D_AP_LVL_05
INTREC – Interface Certification	Page	No	ALL INTERFACE ROLES
INVF – Inventory Freeze	Document	Yes	D_WHSE_CONS D_WHSE_PRCH
INVN - Inventory Maintenance	Document	Yes	D_WHSE_CONS D_WHSE_PRCH
INVSS – Vendor Self Service (VSS) Invoice	Document	Yes	D_AP_LVL_05
IPO – Internal Purchase Order	Document	Yes	D_IA_LVL_01
IPO2 – Internal PO Reimbursable Services Agreement	Document	Yes	D_IA_LVL_01
IREP – Inventory Replacement	Document	Yes	D_WHSE_CONS D_WHSE_PRCH
IRFP – Information Request for Proposal	Document	Yes	D_PROC_LVL_01 D_PROC_LVL_05 D_PROC_LVL_10
ITA – Internal Transaction Agreement	Document	Yes	D_GA_LVL_01 D_GA_LVL_05 D_IA_LVL_01
ITB – Bid Invitation	Document	Yes	D_PROC_LVL_05 D_PROC_LVL_10
ITI – Internal Transaction Initiator	Document	Yes	D_GA_LVL_01 D_GA_LVL_05 D_IA_LVL_01
JVA – Advanced Journal Entry	Document	Yes	D_GA_LVL_05
JVC – Cost Accounting Journal Voucher	Document	Yes	D_CA_LVL_01 D_CA_LVL_05
LCAT – Location Category	Page	N/A	D_COA_COORD
LCLS – Location Class	Page	N/A	D_COA_COORD
LOC - Location	Page	N/A	D_COA_COORD
MA – Master Agreement	Document	Yes	D_PROC_LVL_01 D_PROC_LVL_05 D_PROC_LVL_10
MACSL – Master Agreement Commodity Search	Link	N/A	D_AP_LVL_01 D_AP_LVL_05 D_PROC_LVL_01 D_PROC_LVL_05 D_PROC_LVL_10
MANG - Manager	Page	N/A	D_PROC_LVL_10
MANGT – Manager by Team	Page	N/A	D_PROC_LVL_10
MDFW – Field Warrant Manual Disbursement	Document	Yes	D_AP_LVL_01 D_AP_LVL_05
MDHW – Hand Warrant Manual Disbursement	Document	Yes	D_AP_LVL_01 D_AP_LVL_05
MDMA – Medical Assistant Manual Disbursement	Document	Yes	D_AP_06MA_READ D_AP_06MA_UPD

Resource	Resource Type	Workflow Required	Security Role(s)
MDPF – Permanent Fund Manual Disbursement	Document	Yes	D_AP_04PF_READ D_AP_04PF_UPD
MDPS – ACPE Post-Secondary Manual Disbursement	Document	Yes	D_AP_05PS_READ D_AP_05PS_UPD
MDRB – Retirement and Benefits Manual Disbursement	Document	Yes	D_AP_02RB_READ D_AP_02RB_UPD
MDWL – Welfare Manual Disbursement	Document	Yes	D_AP_06WL_READ D_AP_06WL_UPD
MJPGRP – Major Program Group	Page	N/A	D_CA_LVL_05
Cost Accounting Level 5 (D_CA_LVL_05)	Page	N/A	D_CA_LVL_05
MJPRG – Major Program	Page	N/A	D_CA_LVL_05
MJPTY – Major Program Type	Page	N/A	D_CA_LVL_05
MMR – Master Agreement Revision	Page	N/A	D_PROC_LVL_01 D_PROC_LVL_05 D_PROC_LVL_10
OC – Over the Counter Stock Issue	Document	Yes	D_WHSE_PRCH
OVDREXP – Overhead Rate Exception	Page	N/A	D_CA_LVL_05
PCGAX – Petty Cash	Document	Yes	D_AP_LVL_05
PE – Performance Evaluation	Document	Yes	D_PROC_LVL_01 D_PROC_LVL_05 D_PROC_LVL_10
PFPI – Program Funding Profile Inference	Page	N/A	D_CA_LVL_05
PGRP – Program Group	Page	N/A	D_CA_LVL_05
PHASE - Phase	Page	N/A	D_CA_LVL_05
PHPRG – Program Phase	Page	N/A	D_CA_LVL_05
PI – Stock Pick and Issue	Document	Yes	D_WHSE_CONS
PLOC – Procurement Location	Page	N/A	D_PROC_LVL_10
PO – Purchase Order	Document	Yes	D_PROC_LVL_01 D_PROC_LVL_05 D_PROC_LVL_10 D_WHSE_CONS/PRCH
PO3 – Grant Given Purchase Order	Document	Yes	D_IA_LVL_01
PPC – Program Period	Page	N/A	D_CA_LVL_05
PPPT – Payment Plan Print Table	Page	N/A	D_AR_LVL_01 D_AR_LVL_05
PRC – Payment Request (Commodity Based)	Document	Yes	D_AP_LVL_01 D_AP_LVL_05
PRCC – Procurement Card	Document	Yes	D_PCARD_LVL_01
PRCUA – Procurement Card Administration	Document	Yes	D_PCARD_LVL_01
PRCUID – Procurement Management	Page	N/A	D_PROC_LVL_01 D_PROC_LVL_05 D_PROC_LVL_10
PRCUNOTE – Procurement Notes	Link	N/A	D_PROC_LVL_01 D_PROC_LVL_05 D_PROC_LVL_10
PRCUT – Processed Procurement Card Transactions	Page	N/A	D_PCARD_LVL_01
PRCUU – Unprocessed Procurement Card Transactions	Page	N/A	D_PCARD_LVL_01
PRM – Matching PR	Document	Yes	D_AP_LVL_01 D_AP_LVL_05

Resource	Resource Type	Workflow Required	Security Role(s)
PROG – Program Setup	Page	N/A	D_CA_LVL_05
PTYP – Program Type	Page	N/A	D_CA_LVL_05
RC - Receiver	Document	Yes	D_PROC_LVL_01 D_PROC_LVL_05 D_PROC_LVL_10 D_WHSE_CONS/PRCH
RCSRCH – Receiving Search	Page	N/A	D_PROC_LVL_01 D_PROC_LVL_05 D_PROC_LVL_10
RE - Receivable			
RFI – Request for Information	Document	Yes	D_PROC_LVL_01 D_PROC_LVL_05 D_PROC_LVL_10
RFP – Request for Proposal	Document	Yes	D_PROC_LVL_05 D_PROC_LVL_10
RFQ – Request for Quotes			
RN - Renewal	Document	Yes	D_PROC_LVL_01 D_PROC_LVL_05 D_PROC_LVL_10
RQM – Master Agreement Requisition			
RQS – Standard Requisition	Document	Yes	D_PROC_LVL_01 D_PROC_LVL_05 D_PROC_LVL_10 D_WHSE_CONS/PRCH
RS – Stand Alone	Document	Yes	D_PROC_LVL_01 D_PROC_LVL_05 D_PROC_LVL_10
SACTV – Sub Activity			
SFUNC – Sub Function	Page	N/A	D_COA_COORD
SLOC – Sub Location	Page	N/A	D_COA_COORD
SN – Stock Return	Document	Yes	D_WHSE_CONS D_WHSE_PRCH
SOQA – Solicitation Question and Answer Detail	Page	N/A	D_PROC_LVL_01 D_PROC_LVL_05 D_PROC_LVL_10
SR – Solicitation Response	Document	Yes	D_PROC_LVL_01 D_PROC_LVL_05 D_PROC_LVL_10
SRQ – Stock Request	Document	Yes	D_WHSE_REQ
SRR1 – Seed Restricted Revenue	Document	Yes	D_BUDGET_LVL_01
STASK – Sub Task	Page	N/A	D_COA_COORD
STPFST – Stage Profile Select	Page	N/A	D_CA_LVL_05
TAPO – Travel Authorization	Document	Yes	D_TRAVEL_LVL_01 D_TRAVEL_LVL_05
TAPRC – Travel Payment Request	Document	Yes	D_TRAVEL_LVL_01 D_TRAVEL_LVL_05
TASK - Task			
TM - Termination	Document	Yes	D_PROC_LVL_01 D_PROC_LVL_05 D_PROC_LVL_10

Resource	Resource Type	Workflow Required	Security Role(s)
TRQS – Travel Standard Requisition	Document	Yes	D_TRAVEL_LVL_01 D_TRAVEL_LVL_05
UDOC – User Maintenance Document	Document	Yes	D_UDOC_LVL_01
UR – Universal Requestor	Document	Yes	D_PROC_LVL_01 D_PROC_LVL_05 D_PROC_LVL_10
URCATS – Universal Requestor Catalog Search	Page	N/A	D_PROC_LVL_05 D_PROC_LVL_10
URSRCHMA – Master Agreement Search	Page	N/A	D_AP_LVL_01 D_AP_LVL_05 D_PROC_LVL_01 D_PROC_LVL_05 D_PROC_LVL_10
USER – Procurement User	Page	N/A	D_PROC_LVL_05 D_PROC_LVL_10
VCC – Vendor Customer Creation	Document	Yes	D_VENDOR_LVL_01
VCM – Vendor Customer Maintenance	Document	Yes	D_VENDOR_LVL_01
VCUST – Vendor Customer	Page	N/a	D_VENDOR_LVL_01
WTEAM – Manager Team	Page	N/A	D_PROC_LVL_05 D_PROC_LVL_10

ACAT – Activity Category

This resource is a page which allows you to define the valid Activity Categories for Activities. The Activity Category is a rollup for Activity. The rollup element is used for reporting purposes and is optional in the system.

The **Populate for All Departments** action provides a mechanism to pull all Department codes down for the new Activity Category. When selected, the system takes the Fiscal Year and Activity Category of the row selected in the grid and then copies/saves it for each Department defined to that Fiscal Year on the DEPTFY page. Any pre-existing records for the Activity Category are not impacted.

It is assigned to the following security roles:

[Chart of Accounts Coordinator \(D_COA_COORD\)](#)

ACLS – Activity Class

This page allows you to define the valid Activity Classes for Activities. The Activity Class is a rollup level for Activity. The rollup element is used for reporting purposes and is optional in the system.

The **Populate for All Departments** action provides a mechanism to pull all Department codes down for the new Activity Class. When selected, the system takes the Fiscal Year and Activity Class of the row selected in the grid and then copies/saves it for each Department defined to that Fiscal Year on the DEPTFY page. Any pre-existing records for the Activity Class are not impacted.

It is assigned to the following security roles:

[Chart of Accounts Coordinator \(D_COA_COORD\)](#)

ACTV – Activity

This page allows you to define valid Activities in your system. An Activity is an internal program that you want to define for budgeting and/or reporting purposes. Each Department within the application can define a separate set of Activity codes. Although the same code can be used by different Departments, the Activities could be very different.

When Activity codes should be standard across all departments, the **Populate for All Departments** action provides a mechanism to pull all Department codes down for the new Activity. When selected, the system takes the Fiscal Year and Activity of the row selected in the grid and then copies/saves it for each Department defined to that Fiscal Year on the DEPTFY page. Any pre-existing records for the Activity are not impacted.

It is assigned to the following security roles:

[Chart of Accounts Coordinator \(D_COA_COORD\)](#)

BGDE70 – Department Operating Expense Budget

This resource is a document. It is created manually. This document is used to create and maintain the budget lines for the Statewide Operating Expense Budget Structure - Levels 5 and 6 Only. The budget document is also the tool for capturing reporting information, setting individual budget line controls, and establishing links to revenue budget lines for reserved funding

It is assigned to the following security roles:

[Budget Level 1 \(D_BUDGET_LVL_01\)](#)

BGDE72 – Department Capital Expense Budget

This resource is a document. It is created manually. This document is used to create and maintain the budget lines for the Statewide Capital Expense Budget Structure - Levels 5 and 6 only. The budget document is also the tool for capturing reporting information, setting individual budget line controls, and establishing links to revenue budget lines for reserved funding.

It is assigned to the following security roles:

[Budget Level 1 \(D_BUDGET_LVL_01\)](#)

BGE70 – Central Operating Expense Budget

This resource is a document. It is created manually. This document is used to create and maintain the budget lines for the Statewide Operating Expense Budget Structure; Levels 1-4. The budget document is also the tool for capturing reporting information, setting individual budget line controls, and establishing links to revenue budget lines for reserved funding.

It is assigned to the following security roles:

[Budget Level 1 \(D_BUDGET_LVL_01\)](#)

BGE72 – Central Capital Expense Budget

This resource is a document. It is created manually. This document is used to create and maintain the budget lines for the Statewide Capital Expense Budget Structure; Levels 1-4. The budget document is also the tool for capturing reporting information, setting individual budget line controls, and establishing links to revenue budget lines for reserved funding.

It is assigned to the following security roles:

[Budget Level 1 \(D_BUDGET_LVL_01\)](#)

BGP74 – Program by Appropriation and Line Item

This resource is a document. It is created manually. It is used to establish Grant by Appropriation and Line Item Budget. Additional Cost Accounting Budget by Program, Appropriation, and Line Item.

It is assigned to the following security roles:

[Cost Accounting Level 1 \(D_CA_LVL_01\)](#)

[Cost Accounting Level 5 \(D_CA_LVL_05\)](#)

BGP75 – Program Phase by Appropriation and Line Item

This resource is a document. It is created manually. It is used to establish a Project by Appropriation and Line Item Budget. Program Phase by Appropriation and Line Item-Additional Cost Accounting Budget by Program, Phase, Appropriation, and Line Item.

It is assigned to the following security roles:

[Cost Accounting Level 1 \(D_CA_LVL_01\)](#)

[Cost Accounting Level 5 \(D_CA_LVL_05\)](#)

BGPDR – Reimbursable Grant Budget

This resource is a document. It is created manually and is used to create and maintain the budget lines for the Reimbursable Grant budgets. (Budget Structure 39)

It is assigned to the following security roles:

[Cost Accounting Level 1 \(D_CA_LVL_01\)](#)

[Cost Accounting Level 5 \(D_CA_LVL_05\)](#)

BGPHR – Phase Reimbursable Budget

This resource is a document. It is created manually and is used to create and maintain the budget lines for the Reimbursable Program budgets. (Budget Structure 40).

[Cost Accounting Level 1 \(D_CA_LVL_01\)](#)

[Cost Accounting Level 5 \(D_CA_LVL_05\)](#)

BGR71 – Central Operating Revenue Budget

This resource is a document. It is created manually and is used to create and maintain the budget lines for the Statewide Operating Revenue Budget Structure.

It is assigned to the following security roles:

[Budget Level 1 \(D_BUDGET_LVL_01\)](#)

BGR73 – Central Capital Revenue Budget

This resource is a document. It is created manually and is used to create and maintain the budget lines for the Statewide Capital Revenue Budget Structure.

It is assigned to the following security roles:

[Budget Level 1 \(D_BUDGET_LVL_01\)](#)

BILLR – Billing Rate

This resource is a page which is used to calculate receivable amounts (for example, Rate Code, Charge per Unit, Unit of Measure). You can also define the start and stop dates for the billing rate to be in effect.

It is assigned to the following security roles:

[Accounts Receivable Level 5 \(D_AR_LVL_05\)](#)

BINST – Billing Instruction

This resource is a page which allows you to specify instructions that can be printed on the bill. Users can define text that provides customers further information or directions concerning the bill. User-defined codes, names, and text can be recorded.

It is assigned to the following security roles:

[Accounts Receivable Level 5 \(D_AR_LVL_05\)](#)

BUYR - Buyer

This resource is a page which allows you to set up a list of Buyers to be used throughout the system. A Buyer is an individual responsible for the procurement of goods or services. A Buyer must be valid on the Procurement User table.

It is assigned to the following security roles:

[Procurement Level 10 \(D_PROC_LVL_10\)](#)

CAD – Confidential Automated Manual Disbursement

This resource is a document. It is a disbursement document that is automatically generated when a confidential payment request (CGAX/CPRC) is finalized and the vendor on the payment request has elected to be paid via printed warrant.

It is assigned to the following security roles:

[Confidential Document Read Only \(D_CONF_READ\)](#)

CAM – Cost Accounting Modification

This resource is a document. It is created manually and is used to modify cost accounting elements including budgets for both project and grants. When the CAM is final approved it can result in the creation in either a BGPDR or a BGPDR base don if the budget section of the CAM is populated.

Workflow Required Yes

It is assigned to the following security roles:

[Cost Accounting Level 1 \(D_CA_LVL_01\)](#)
[Cost Accounting Level 5 \(D_CA_LVL_05\)](#)

CAS – Cost Accounting Setup

This resource is a document. It is created manually and is used to setup cost accounting elements included budgets for both project and grants. When the CAS is final approved it can result in the creation in either a BGPDR or a BGPDR base don if the budget section of the CAS is populated.

Workflow Required Yes

It is assigned to the following security roles:

[Cost Accounting Level 1 \(D_CA_LVL_01\)](#)
[Cost Accounting Level 5 \(D_CA_LVL_05\)](#)

CEC – Commodity Based Encumbrance Correction

This resource is a document. It reopens a purchase order (PO) and corrects the closed amount on the Header, Commodity Line and Accounting Line. This document allows you to change or modify the commodity/object code and the dollar amounts associated with it.

Workflow Required Yes

It is assigned to the following security roles:

[Accounts Payable Level 5 \(D_AP_LVL_05\)](#)

CEFT – Confidential Automated Electronic Fund Transfer

This resource is a document. It is disbursement document that is automatically generated when a confidential payment request (CGAX/CPRC) is finalized and the vendor on the payment request has elected to be paid via electronic funds transfer (EFT).

Workflow Required No

It is assigned to the following security roles:

[Confidential Document Read Only \(D_CONF_READ\)](#)

CGAX – Confidential Payment Request (non-commodity)

This resource is a document. It is created manually and via interface. It is a payment document related to confidential payments.

Workflow Required Yes for manual creation, No for interface creation.

It is assigned to the following security roles:

[Confidential Document Approver \(APPROVER_CFIN\)](#)

[Confidential Document Read Only \(D_CONF_READ\)](#)

[Confidential Document Update \(D_CONF_UPD\)](#)

CH5 – Internal Cost Billings

This resource is a document. It is created manually and is used for the output of billings generated by the Internal Costing process. Currently the Department of Transportation is the only department using this document.

Workflow Required Yes

It is assigned to the following security roles:

[Dept 25 Internal Cost Accounting \(D_INTCA_25DOT\)](#)

CH6 - Cost Accounting Expenditure Correction

This resource is a document. It is created manually and is only used by the Department of Health and Social Services. It is used to correct expenditures between cost accounting codes (e.g. One Program/Phase combination to another Program/Phase combination).

Workflow Required Yes

It is assigned to the following security roles:

[Cost Accounting Level 1 \(D_CA_LVL_01\)](#)

[Cost Accounting Level 5 \(D_CA_LVL_05\)](#)

CH8 - Balanced Charge Document

This resource is a document. It is created manually and is used to correct postings to accounting elements.

Workflow Required Yes

It is assigned to the following security roles:

- [Accounts Payable Level 1 \(D_AP_LVL_01\)](#)
- [Accounts Payable Level 5 \(D_AP_LVL_05\)](#)
- [Cost Accounting Level 1 \(D_CA_LVL_01\)](#)
- [Cost Accounting Level 5 \(D_CA_LVL_05\)](#)

CI – Stock Issue Confirmation

This resource is a document. It is created manually to record the number of items issued to an inventory requestor from the warehouse.

Workflow Required Yes

It is assigned to the following security roles:

- [Warehouse Consumption \(D_WHSE_CONS\)](#)

CMD – Confidential Manual Disbursement

This resource is a document. It was created at Go Live in July 2015. The document was used to initially create manual disbursements that were confidential in nature. The document is now only read only and is no longer one that is created.

It is assigned to the following security roles:

- [Confidential Document Read Only \(D_CONF_READ\)](#)

CMR – Contract Revision

This resource is a document. It is created manually and is used to revise a CT – Contract. The final approval step of the CMR results in the creating and finalization of a modified CT – Contract document.

Workflow Required Yes

It is assigned to the following security roles:

- [Procurement Level 1 \(D_PROC_LVL_01\)](#)
- [Procurement Level 5 \(D_PROC_LVL_05\)](#)
- [Procurement Level 10 \(D_PROC_LVL_10\)](#)

CPRC – Confidential Payment Request (commodity based)

This resource is a document. It is created manually for commodity based confidential payments and results in a CAD or a CEFT.

Workflow Required Yes

It is assigned to the following security roles:

- [Confidential Document Approver \(APPROVER_CFIN\)](#)
- [Confidential Document Read Only \(D_CONF_READ\)](#)
- [Confidential Document Update \(D_CONF_UPD\)](#)

CR1 – Cash Receipt

This resource is a document. It is created manually and is used to create and allocate cash receipts from the departments' suspense asset account.

Workflow Required Yes

It is assigned to the following security roles:

- [Accounts Receivable Level 1 \(D_AR_LVL_01\)](#)
- [Accounts Receivable Level 5 \(D_AR_LVL_05\)](#)
- [Cost Accounting Level 1 \(D_CA_LVL_01\)](#)
- [Cost Accounting Level 5 \(D_CA_LVL_05\)](#)

CR2 – Cash Receipt with Receivable

This resource is a document. It is created manually and is used to create and allocate cash receipts from the departments' suspense asset account and is associated with a [Receivable](#).

Workflow Required Yes

It is assigned to the following security roles:

- [Accounts Receivable Level 1 \(D_AR_LVL_01\)](#)
- [Accounts Receivable Level 5 \(D_AR_LVL_05\)](#)
- [Cost Accounting Level 1 \(D_CA_LVL_01\)](#)
- [Cost Accounting Level 5 \(D_CA_LVL_05\)](#)

CT - Contract

This resource is a document. It is created manually either directly through the document catalog or via copy forward action from a Universal Requestor (UR) document. It is used to purchase goods/services. The CT document is more formal type of Purchase Order and typically expands a longer period and can be renewed like a Master Agreement.

Workflow Required Yes if created via document catalog; no if created via copy forward from a RQS

It is assigned to the following security roles:

- [Procurement Level 1 \(D_PROC_LVL_01\)](#)
- [Procurement Level 5 \(D_PROC_LVL_05\)](#)

[Procurement Level 10 \(D_PROC_LVL_10\)](#)

DBPRO – Department Billing Profile

This resource is a page which allows you to establish information necessary for billing and collections for your department. Information such as billing types, billing instructions, collection parameters, and account receivable options and special accounts options is entered on this page. When override is allowed, the account receivable options and special accounts options take precedence over the system-wide options.

It is assigned to the following security roles:

[Accounts Receivable Level 5 \(D_AR_LVL_05\)](#)

DNGM – Dunning Message

This resource is a page which allows you to add, maintain, and delete Dunning Messages used throughout the system. A Dunning Message serves as a reminder to customers that the receivable is past due.

It is assigned to the following security roles:

[Accounts Receivable Level 5 \(D_AR_LVL_05\)](#)

DO – Delivery Order

This resource is a document. It is created manually and is a type of agreement for purchases that references a Master Agreement (MA). It may also be used to recognize an on-going contract. The DO can be created via the document catalog or with the final approval of a Universal Request (UR) document

Workflow Required? Yes, if created via document catalog. No, if created via UR

It is assigned to the following security roles:

- [Procurement Level 1 \(D_PROC_LVL_01\)](#)
- [Procurement Level 5 \(D_PROC_LVL_05\)](#)
- [Procurement Level 10 \(D_PROC_LVL_10\)](#)

DOCAT – Department Object Category

This resource is a page which allows you to define the valid object categories for department objects. The department object category is a rollup level for the department object. This element is used for reporting purposes and is optional in the system.

It is assigned to the following security roles:

[Chart of Accounts Coordinator \(D_COA_COORD\)](#)

DOTYP - Department Object Type

This resource is a page which allows you to define the valid object types for department objects. The department object type is a rollup level for the department object. This element is used for reporting purposes and is optional in the system.

It is assigned to the following security roles:

[Chart of Accounts Coordinator \(D_COA_COORD\)](#)

EV - Evaluation

The Evaluation (EV) document allows you to view responses from vendors for a specific solicitation. Some of the information on the Evaluation document defaults from the Solicitation document. The remaining information comes from the Solicitation Response document. There is very little data entry that needs to be done directly on the EV document.

Workflow Required No

It is assigned to the following security roles:

[Procurement Level 1 \(D_PROC_LVL_01\)](#)
[Procurement Level 5 \(D_PROC_LVL_05\)](#)
[Procurement Level 10 \(D_PROC_LVL_10\)](#)

EVT - Evaluator

This resource is a document. It is created from the EV document The Evaluator (EVT) document allows you to view and evaluate responses from vendors for a specific solicitation. The EVT document is created by the Evaluation (EV) document. Most of the information on the EVT document defaults from the EV document. The remaining information is entered as you complete the evaluation of the vendor responses

Workflow Required No

It is assigned to the following security roles:

[Procurement Level 1 \(D_PROC_LVL_01\)](#)
[Procurement Level 5 \(D_PROC_LVL_05\)](#)
[Procurement Level 10 \(D_PROC_LVL_10\)](#)

FA – Fixed Asset Acquisition

This resource is a document. It is created manually and is used to record the acquisition information about a newly acquired or contributed asset.

Workflow Required Yes

It is assigned to the following security roles:

[Fixed Assets – Capital \(D_FA_CAPITAL\)](#)
[Fixed Assets – Memo \(D_FA_MEMO\)](#)

FACPER – FA Const Prog Expenditure Reconciliation

This resource is a table which stores expenditure posting line records that reference Programs/Phases on the FACPA table. This table supports the cost accumulation batch processes that add value to construction-in-progress assets. The costs from these records are not accumulated toward the asset unless the reviewed flag is yes. The Allocation Percentage Total (the sum of the Allocation Percentage fields of children records on FACPERD) must be 100% to set the Reviewed flag to yes.

It is assigned to the following security roles:

[Cost Accounting Level 5 \(D_CA_LVL_05\)](#)

FACPERD – FA Const Prog Expenditure Reconciliation Detail

This resource is a table which allocates the expenditure posting line records from the FACPER table. The expenditures are allocated according to the Default Allocations Percentages defined on the FACPAD table. This table supports the cost accumulation batch processes that add value to construction-in-progress assets. The Allocation Percentage field can be adjusted the default value if the Reviewed flag in FACPER is no.

It is assigned to the following security roles:

[Cost Accounting Level 5 \(D_CA_LVL_05\)](#)

FC – Fixed Asset Cancellation

This resource is a document. It is created manually for the purpose of cancelling a Fixed Asset entered in error.

Workflow Required Yes

It is assigned to the following security roles:

[Fixed Assets – Capital \(D_FA_CAPITAL\)](#)

[Fixed Assets – Memo \(D_FA_MEMO\)](#)

FD – Fixed Asset Disposition

This resource is a document. It is created manually for the purpose of recording the disposition of a fixed asset.

Workflow Required Yes

It is assigned to the following security roles:

[Fixed Assets – Capital \(D_FA_CAPITAL\)](#)

[Fixed Assets – Memo \(D_FA_MEMO\)](#)

FDT – Future Document Triggering

This resource is a page which allows you to set up, maintain and trigger future documents. A document could be setup to occur just one time in the future or it could be setup to be recurring.

It is assigned to the following security roles:

[Accounts Payable Level 1 \(D_AP_LVL_01\)](#)

[Accounts Payable Level 5 \(D_AP_LVL_05\)](#)

[Accounts Receivable Level 1 \(D_AR_LVL_01\)](#)
[Accounts Receivable Level 5 \(D_AR_LVL_05\)](#)
[Procurement Level 1 \(D_PROC_LVL_01\)](#)
[Procurement Level 5 \(D_PROC_LVL_05\)](#)
[Procurement Level 10 \(D_PROC_LVL_10\)](#)

FHWACLN – FHWA Rejection Records

This resource is a page where users indicate the bad records by checking the reject record flag for the appropriate record and providing a reason. When the FHWA Cleanup process is run, the process will create a new FHWA file with only the good records.

It is assigned to the following security roles:

[Cost Accounting Level 5 \(D_CA_LVL_05\)](#)

FI - Fixed Asset Increase/Decrease

This resource is a document. It is created manually for the purpose of recording existing adjustments to an asset's accounting lines.

Workflow Required Yes

It is assigned to the following security roles:

[Fixed Assets – Capital \(D_FA_CAPITAL\)](#)

FM – Fixed Asset Modification

This resource is a document. It is created manually for the purpose of recording non-accounting changes to an existing fixed asset or component.

Workflow Required Yes

It is assigned to the following security roles:

[Fixed Assets – Capital \(D_FA_CAPITAL\)](#)
[Fixed Assets – Memo \(D_FA_MEMO\)](#)

FNCAT – Function Category

This resource is a page that allows you to define the valid Function Categories for Functions in your system. The Function Category is a rollup level for the Function.

It is assigned to the following security roles:

[Chart of Accounts Coordinator \(D_COA_COORD\)](#)

FNCLS – Function Class

This page allows you to define the valid Function Classes for Functions in your system. The Function Class is a rollup level for the function. This element is used for reporting purposes and is optional in the system.

It is assigned to the following security roles:

[Chart of Accounts Coordinator \(D_COA_COORD\)](#)

FPI1 – Funding Profile Inference 1

This resource is a page which allows you to define the inference rules for the Funding Profile codes to be used by accounting and procurement documents; Major Program, Program, Program Period, Phase, Activity, Object, Funding Profile, Fiscal Year and Reimbursement Eligibility.

It is assigned to the following security roles:

[Cost Accounting Level 5 \(D_CA_LVL_05\)](#)

FPI2 – Funding Profile Inference 2

This resource is a page which allows you to define the inference rules for the Funding Profile codes to be used by accounting and procurement documents, Major Program, Program, Phase, Funding Profile, and Reimbursement Eligibility.

It is assigned to the following security roles:

[Cost Accounting Level 5 \(D_CA_LVL_05\)](#)

FPI3 – Funding Profile Inference 3

This resource is a page which allows you to define the inference rules for the Funding Profile codes to be used by accounting and procurement documents, Major Program, Program, Activity, Phase, Funding Profile, Fiscal Year and Reimbursement Eligibility.

It is assigned to the following security roles:

[Cost Accounting Level 5 \(D_CA_LVL_05\)](#)

FPI4 – Funding Profile Inference 4

This resource is a page which allows you to define the inference rules for the Funding Profile codes to be used by accounting and procurement documents, Major Program, Program, Program Period, Funding Profile, and Reimbursement Eligibility.

It is assigned to the following security roles:

[Cost Accounting Level 5 \(D_CA_LVL_05\)](#)

FPI5 – Funding Profile Inference 5

This resource is a page which allows you to define the inference rules for the Funding Profile codes to be used by accounting and procurement documents, Major Program, Program, Funding Profile, and Reimbursement Eligibility.

It is assigned to the following security roles:

[Cost Accounting Level 5 \(D_CA_LVL_05\)](#)

FPI6 – Funding Profile Inference 6

This resource is a page which allows you to define the inference rules for the Funding Profile codes to be used by accounting and procurement documents, Major Program, Program, Task, Phase, Funding Profile, and Reimbursement Eligibility.

It is assigned to the following security roles:

[Cost Accounting Level 5 \(D_CA_LVL_05\)](#)

FPIAL – Funding Profile Inference by Activity & Location

This resource is a page which allows you to define a Funding Profile code to be inferred on documents for Cost Accounting Split logic to read.

It is assigned to the following security roles:

[Cost Accounting Level 5 \(D_CA_LVL_05\)](#)

FPRFLST – Funding Profile Select

This resource is a page which allows you to search for the Funding Profiles. It provides links for accessing further information on the selected profile including adding a new profile.

It is assigned to the following security roles:

[Cost Accounting Level 5 \(D_CA_LVL_05\)](#)

FT – Fixed Asset Transfer

This resource is a document. It is created manually to record the transfer of responsibility or location information for an asset or component.

Workflow Required Yes

It is assigned to the following security roles:

[Fixed Assets – Capital \(D_FA_CAPITAL\)](#)

FUNC - Function

This resource is a page which allows you to define Function codes for your chart of accounts structure.

It is assigned to the following security roles:

[Chart of Accounts Coordinator \(D_COA_COORD\)](#)

FX – Fixed Asset Type Change

This resource is a document. It is created manually for the purpose of redefining an asset’s type.

Workflow Required Yes

It is assigned to the following security roles:

[Fixed Assets – Capital \(D_FA_CAPITAL\)](#)

GAE - Encumbrance

This resource is a document. It is created manually for the purpose of encumbering budget authority related to non-commodity items.

Workflow Required Yes

It is assigned to the following security roles:

[Accounts Payable Level 1 \(D_AP_LVL_01\)](#)

[Accounts Payable Level 5 \(D_AP_LVL_05\)](#)

GAE1 – Vendor 1099 Correction

This resource is a document. It is created manually for the purpose of correcting 1099 reportable payments for a vendor.

Workflow Required Yes

It is assigned to the following security roles:

[Accounts Payable Level 1 \(D_AP_LVL_01\)](#)

[Accounts Payable Level 5 \(D_AP_LVL_05\)](#)

GAEC – Encumbrance Correction

This resource is a document. It is created manually for the purpose of correcting a GAE document.

Workflow Required Yes

It is assigned to the following security roles:

[Accounts Payable Level 1 \(D_AP_LVL_01\)](#)

[Accounts Payable Level 5 \(D_AP_LVL_05\)](#)

GAX – Payment Request (non-commodity)

This resource is a document. It is created manually and via interface. It is a payment request document for non-commodity items and results in an AD or EFT disbursement document.

Workflow Required Yes

It is assigned to the following security roles:

[Accounts Payable Level 1 \(D_AP_LVL_01\)](#)

[Accounts Payable Level 5 \(D_AP_LVL_05\)](#)

IA – Inventory/Stock Adjustment

This resource is a document. It is created manually for the purpose of adjusting inventory levels and perform physical inventory via chain of processes that allows items to be selected for counting, flagging discrepancies, and reconciling on-hand quantities with actual quantities.

Workflow Required Yes

It is assigned to the following security roles:

[Warehouse Consumption \(D_WHSE_CONS\)](#)

IC – Inventory / Stock Correction

This resource is a document. It is created manually for the purpose of recording increases and decreases to different inventory quantities as well as the reasons for making the change.

Workflow Required Yes

It is assigned to the following security roles:

[Warehouse Consumption \(D_WHSE_CONS\)](#)

ICT – Internal Cost Usage

This resource is a document. It is created manually for the purpose of recording units of work performed for costing.

Workflow Required No

It is assigned to the following security roles:

[Dept 25 Internal Cost Accounting \(D_INTCA_25DOT\)](#)

IET – Internal Exchange Transaction

This resource is a document. It is created manually for the purpose of collecting information on two or more internal parties into a single document, usually entered by only of the parties involved. This document is used to bill the requesting agency from an IPO or an IPO2.

Workflow Required Yes

It is assigned to the following security roles:

[Interagency Level 1 \(D_IA_LVL_01\)](#)

IKM – In Kind Match

This resource is a document. It is created manually to record costs matched by the State site when it is a Grant recipient.

Workflow Required Yes

It is assigned to the following security roles:

[Cost Accounting Level 1 \(D_CA_LVL_01\)](#)

[Cost Accounting Level 5 \(D_CA_LVL_05\)](#)

IN - Invoice

This resource is a document. It is created manually to record a vendor's invoice. It is also part of the three-way match process involving the RC document and purchasing order documents (PO, DO, CT).

It is assigned to the following security roles:

[Accounts Payable Level 1 \(D_AP_LVL_01\)](#)

[Accounts Payable Level 5 \(D_AP_LVL_05\)](#)

INTREC – Interface Certification

This resource is a page which stores interfaces and allows the user to work with and certify interfaces.

It is assigned to the following security roles:

[Department Interface Certification Roles \(INTREC_##_XXXX\)](#)

INVF – Inventory Freeze

This resource is a page which stores information for physical inventory to reconcile the actual accounts with on-hand (system) quantities. This page allows users to search, register, maintain, and delete items that need to be counted, it allows a user to enter in the number of actual items counted, and see if there are discrepancies.

It is assigned to the following security roles:

[Warehouse Consumption \(D_WHSE_CONS\)](#)

INVN - Inventory Maintenance

This resource is a page which is used to associate an inventory item with a specific warehouse that is storing that item.

It is assigned to the following security roles:

[Warehouse Consumption \(D_WHSE_CONS\)](#)

INVSS – Vendor Self Service (VSS) Invoice

This resource is a document. It is created by a vendor using the VSS Portal and is synchronized in IRIS. This document requires workflow.

Workflow Required Yes

It is assigned to the following security roles:

[Accounts Payable Level 1 \(D_AP_LVL_01\)](#)

[Accounts Payable Level 5 \(D_AP_LVL_05\)](#)

IPO – Internal Purchase Order

This resource is a document. It is created manually to record encumbrances for internal purchases. It is used when recording a Reimbursable Service Agreement (RSA) where an RSA form is not required and only an encumbrance is needed.

Workflow Required Yes

It is assigned to the following security roles:

[Interagency Level 1 \(D_IA_LVL_01\)](#)

IPO2 – Internal PO Reimbursable Services Agreement

This resource is a document. It is created manually to record encumbrances for internal purchases. It is used when recording a Reimbursable Service Agreement (RSA) where an RSA form is required, and an encumbrance is needed.

Workflow Required Yes

It is assigned to the following security roles:

[Interagency Level 1 \(D_IA_LVL_01\)](#)

IREP – Inventory Replacement

This resource is a page which is used to select items that must be ordered for replenishment. Records are added to this table by the Inventory Replenishment Review batch process only. Records cannot be added to this table by the user. Records added by the Inventory Replenishment Review process can be changed or deleted by the user.

It is assigned to the following security roles:

[Warehouse Consumption \(D_WHSE_CONS\)](#)

IRFP – Information Request for Proposal

This resource is a document. It is created manually and is used for Procurements under the small procurement threshold in which award is made based on price and other evaluation.

Workflow Required No

It is assigned to the following security roles:

- [Procurement Level 1 \(D_PROC_LVL_01\)](#)
- [Procurement Level 5 \(D_PROC_LVL_05\)](#)
- [Procurement Level 10 \(D_PROC_LVL_10\)](#)

ITA – Internal Transaction Agreement

This resource is a document. It is created manually and is used to complete internal purchases or transfers started with the ITI document.

Workflow Required Yes

It is assigned to the following security roles:

- [General Accounting Level 1 \(D_GA_LVL_01\)](#)
- [General Accounting Level 5 \(D_GA_LVL_05\)](#)
- [Interagency Level 1 \(D_IA_LVL_01\)](#)

ITB – Bid Invitation

This resource is a document. It is created manually and is used for Procurements that exceed the small procurement threshold when goods/non-professional services requirements are clearly defined.

Workflow Required No

It is assigned to the following security roles:

- [Procurement Level 5 \(D_PROC_LVL_05\)](#)
- [Procurement Level 10 \(D_PROC_LVL_10\)](#)

ITI – Internal Transaction Initiator

This resource is a document. It is created manually and is used to collect information for just one party involved in an internal purchase or transfer.

Workflow Required Yes

It is assigned to the following security roles:

- [General Accounting Level 1 \(D_GA_LVL_01\)](#)
- [General Accounting Level 5 \(D_GA_LVL_05\)](#)
- [Interagency Level 1 \(D_IA_LVL_01\)](#)

JVA – Advanced Journal Entry

This resource is a document. It is created manually and should be used when an event type and posting pair should not be required to control posting code entry.

Workflow Required Yes

[Cost Accounting Level 1 \(D_CA_LVL_01\)](#)
[Cost Accounting Level 5 \(D_CA_LVL_05\)](#)
[General Accounting Level 5 \(D_GA_LVL_05\)](#)

JVC – Cost Accounting Journal Voucher

This resource is a document. It is created manually and is used to correct postings to the funding lines of a cost accounting structure.

Workflow Required Yes

It is assigned to the following security roles:

[Cost Accounting Level 1 \(D_CA_LVL_01\)](#)
[Cost Accounting Level 5 \(D_CA_LVL_05\)](#)

LCAT – Location Category

This resource is a page which allows you to define the valid location categories for locations in your system. The location category is a rollup level for the location.

It is assigned to the following security roles:

[Chart of Accounts Coordinator \(D_COA_COORD\)](#)

LCLS – Location Class

This resource is a page that allows you to define the valid location classes for locations in your system. The location class is a rollup level for the location.

It is assigned to the following security roles:

[Chart of Accounts Coordinator \(D_COA_COORD\)](#)

LOC - Location

This resource is a document. It is created through an interface and is used for ...

It is assigned to the following security roles:

[Chart of Accounts Coordinator \(D_COA_COORD\)](#)

MA – Master Agreement

This resource is a document. The Master Agreement (MA) document sets prices, terms, and conditions, by which you can purchase itemized goods or services from a vendor at a negotiated price. A Master Agreement does not commit you to make a purchase, and therefore carries no funding.

Use the MA to meet recurring needs. Common products purchased this way include food, fuel, pharmaceutical and plumbing supplies, tires and tubes, stationery, office equipment and electronic data processing equipment. Common services include repair and overhaul, and temporary help services.

Purchases made using a MA are Delivery Orders (DO).

Workflow Required Yes

It is assigned to the following security roles:

- [Procurement Level 1 \(D_PROC_LVL_01\)](#)
- [Procurement Level 5 \(D_PROC_LVL_05\)](#)
- [Procurement Level 10 \(D_PROC_LVL_10\)](#)

MANG - Manager

This resource is a page which allows you to define and maintain a list of workload managers. Workload managers view and manage procurements assigned to buyers and buyer teams that are the responsibility of the workload manager.

It is assigned to the following security roles:

- [Procurement Level 10 \(D_PROC_LVL_10\)](#)

MACSL – Master Agreement Commodity Search

This resource is a page which displays the Commodity line(s) for the Master Agreement Vendor selected on the Master Agreement Search page. The commodity lines from the Master Agreement/Vendor Line are displayed in the results section and are sorted by Commodity Code. The Query section allows you to perform a more detailed search across the commodity lines of the chosen Master Agreement/Vendor Line by entering search criteria in the MA Commodity Line Number, Commodity Code, and/or Commodity Description fields and then clicking on the Browse link.

It is assigned to the following security roles:

- [Procurement Level 1 \(D_PROC_LVL_01\)](#)
- [Procurement Level 5 \(D_PROC_LVL_05\)](#)
- [Procurement Level 10 \(D_PROC_LVL_10\)](#)

MANGT – Manager by Team

This resource is a page which allows you to assign managers to a workload team of other managers. The workload team must first be set up on the Manager Team table before you will be able to select it from the Team field pick list.

It is assigned to the following security roles:

- [Procurement Level 10 \(D_PROC_LVL_10\)](#)

MDFW – Field Warrant Manual Disbursement

This resource is a document. It is created manually for emergency needs where the warrant cannot be more than \$999.99. All departments can utilize this document.

Workflow Required Yes

It is assigned to the following security roles:

[Accounts Payable Level 1 \(D_AP_LVL_01\)](#)

[Accounts Payable Level 5 \(D_AP_LVL_05\)](#)

MDHW – Hand Warrant Manual Disbursement

This resource is a document. It is created manually as an emergency payment. All departments can utilize this document.

Workflow Required Yes

It is assigned to the following security roles:

[Accounts Payable Level 1 \(D_AP_LVL_01\)](#)

[Accounts Payable Level 5 \(D_AP_LVL_05\)](#)

MDMA – Medical Assistant Manual Disbursement

This resource is a document. It is created through an interface and is used for Medical Assistant payments. This document is utilized only the Department of Health and Social Services (HSS).

Workflow Required Yes

It is assigned to the following security roles:

[Dept 06 MA Accounts Payable Read \(D_AP_06MA_READ\)](#)

[Dept 06 MA Accounts Payable \(D_AP_06MA_UPD\)](#)

MDPF – Permanent Fund Manual Disbursement

This resource is a document. It is created through an interface and is used for Permanent Fund Division payments. This document is utilized only by the Department of Revenue, Permanent Fund Division.

Workflow Required Yes

It is assigned to the following security roles:

[Dept 04 PFD Accounts Payable \(D_AP_04PF_READ\)](#)

[Dept 04 PFD Accounts Payable \(D_AP_04PF_UPD\)](#)

MDPS – ACPE Post-Secondary Manual Disbursement

This resource is a document. It is created through an interface and is used for post-secondary payments. This document is utilized Department of Education, Alaska Commission on Postsecondary Education only.

Workflow Required Yes

It is assigned to the following security roles:

[Dept 05 ACPE PS Accounts Payable Read \(D_AP_05PS_READ\)](#)
[Dept 05 ACPE PS Accounts Payable \(D_AP_05PS_UPD\)](#)

MDRB – Retirement and Benefits Manual Disbursement

This resource is a document. It is created through an interface and is used for retirement and benefit payments. This document is utilized by the Department of Administration, Retirement and Benefit Division only.

Workflow Required Yes

It is assigned to the following security roles:

[Dept 02 R&B Accounts Payable Read \(D_AP_02RB_READ\)](#)
[Dept 02 R&B Accounts Payable \(D_AP_02RB_UPD\)](#)

MDWL – Welfare Manual Disbursement

This resource is a document. It is created through an interface and is used for welfare payments. This document is utilized by the Department of Health and Social Services only.

Workflow Required Yes

It is assigned to the following security roles:

[Dept 06 WL Accounts Payable Read \(D_AP_06WL_READ\)](#)
[Dept 06 WL Accounts Payable Read \(D_AP_06WL_READ\)](#)

MJPGRP – Major Program Group

This page allows you to define the valid groups for Major Programs in your system. The Major Program Group is a rollup level for the Major Program. This element is used for reporting purposes and is optional in the Advantage Financial system.

An entry on this page is required before entering a Major Program Group on the Major Program page.

It is assigned to the following security roles:

[Cost Accounting Level 5 \(D_CA_LVL_05\)](#)

MJPRG – Major Program

The Major Program table allows you to define the highest-level control element of the Cost Accounting structure and includes the global/overall characteristics and behaviors. From a reimbursement perspective, you define key behaviors on the Major Program table such as identifying the reimbursable budget structure to be used for reimbursement of your project or grant. Another example is establishing all of your Programs as “eligible for reimbursement” if you set up the Major

Program to be eligible for Reimbursement Billing. However, there are some options set at the Major Program level which you can overwrite at the Program level or at lower levels of the structure. The overwrite capability allows you to define exception rules that can apply only for specific types of activity.

It is assigned to the following security roles:

[Cost Accounting Level 5 \(D_CA_LVL_05\)](#)

MJPTYP – Major Program Type

This page allows you to define and view information for Major Program codes that are used for Cost Accounting and other activities. Major Program is one of the key components of the Cost Accounting data structure.

The Major Program element is the highest-level summary code. The element defines high level information for an initiative under which funds are received and identifies global characteristics for all programs defined beneath. The Major Program structure encompasses universal features and functionality required to handle the complexities related to grants, projects, and jobs, such as internal/external customer billing, award processing, etc.

The Major Program element cannot be data entered on the accounting line; however, the element is inferred from the Program code to be included on transactions. The element is included in all journal/ledger postings.

It is assigned to the following security roles:

[Cost Accounting Level 5 \(D_CA_LVL_05\)](#)

MMR – Master Agreement Revision

This resource is a document. It is created manually and used to process modifications to the MA document after it has been finalized. The final approval step automatically results in the creation and finalization of a modification of the MA document.

Workflow Required Yes

It is assigned to the following security roles:

[Procurement Level 1 \(D_PROC_LVL_01\)](#)
[Procurement Level 5 \(D_PROC_LVL_05\)](#)
[Procurement Level 10 \(D_PROC_LVL_10\)](#)

OC – Over the Counter Stock Issue

This resource is a document. It is created manually and allows the direct issue of Items from the Warehouse, bypassing the standard requisition process and Pick-and-Issue cycle.

Workflow Required Yes

It is assigned to the following security roles:

[Warehouse Purchase \(D_WHSE_PRCH\)](#)

OVDRTEXP – Overhead Rate Exception

This resource is a page which allows the users to identify a rate different than the default rate for specific coding streams within a Major Program.

It is assigned to the following security roles:

[Cost Accounting Level 5 \(D_CA_LVL_05\)](#)

PCGAX – Petty Cash

This resource is a document. It is created manually to replenish petty cash funds for agencies. It generates petty cash payments to the Petty Cash Custodian Vendor Code.

Workflow Required Yes

It is assigned to the following security roles:

[Accounts Payable Level 1 \(D_AP_LVL_01\)](#)

[Accounts Payable Level 5 \(D_AP_LVL_05\)](#)

PE – Performance Evaluation

This resource is a document. It is created manually and allows buyers to evaluate Vendors based on the Terms and Conditions of the agreement.

Workflow Required No

It is assigned to the following security roles:

[Procurement Level 1 \(D_PROC_LVL_01\)](#)

[Procurement Level 5 \(D_PROC_LVL_05\)](#)

[Procurement Level 10 \(D_PROC_LVL_10\)](#)

PFPI – Program Funding Profile Inference

The Project Funding Profile Inference table infers a Funding Profile based on Department, Major Program, Program, Phase, Activity and Reimbursement Eligible Status. With Phase present on this table, entries are often representative of project-like programs. This table is used when an override of any ACTV setting is needed, which FPI2 cannot provide.

If an inference cannot be made for a cost accounting entity, and the Major Program is established as front or back-end split, then an error is issued, preventing the document from accepting.

Note: Chart of Account inferences are not used on the JV document type, as well as other document types that do not have an accounting line section. Therefore, you should not enter records for such documents on this table.

It is assigned to the following security roles:

[Cost Accounting Level 5 \(D_CA_LVL_05\)](#)

PGRP – Program Group

This resource is a page which allows you to define the valid Program Groups for Programs. The Program Group is a rollup level for the Program.

It is assigned to the following security roles:

[Cost Accounting Level 5 \(D_CA_LVL_05\)](#)

PHASE - Phase

This resource is a page which allows you to define and view information for Phase codes that are used for Cost Accounting and other activities.

It is assigned to the following security roles:

[Cost Accounting Level 5 \(D_CA_LVL_05\)](#)

PHPRG – Program Phase

This resource is a page which allows to associate phases to specific programs.

It is assigned to the following security roles:

[Cost Accounting Level 5 \(D_CA_LVL_05\)](#)

PI – Stock Pick and Issue

This resource is a document. It is created manually and schedules previously reserved Items to be picked up for delivery and releases them from a reserved status.

Workflow Required No

It is assigned to the following security roles:

[Warehouse Consumption \(D_WHSE_CONS\)](#)

PLOC – Procurement Location

This resource is a page which is used to setup the shipping, billing, warehouse, and bid receiving address for each procurement location including a contact for each location where commodities may be shipped and billed.

It is assigned to the following security roles:

[Procurement Level 10 \(D_PROC_LVL_10\)](#)

PO – Purchase Order

This resource is a document. It is created manually and is a type of agreement with a Vendor for goods or services.

Workflow Required Yes if created via document catalog; no if created via copy forward from a RQS

It is assigned to the following security roles:

[Procurement Level 1 \(D_PROC_LVL_01\)](#)

[Procurement Level 5 \(D_PROC_LVL_05\)](#)

[Procurement Level 10 \(D_PROC_LVL_10\)](#)

PO3 – Grant Given Purchase Order

This resource is a document. It is created manually and is used to track funds disbursed to a sub-recipient.

Workflow Required Yes

It is assigned to the following security roles:

[Interagency Level 1 \(D_IA_LVL_01\)](#)

PPC – Program Period

This resource is a page which allows you to establish official reporting periods (for example, Federal Fiscal Year) under each Major Program. The Program Period is the fiscal year of the funding source. Proper cost reporting for many programs requires tracking a period that is different from the standard fiscal year. This need exists for multi-year Programs, Programs that run on a different fiscal year cycle (for example, a Federal fiscal year), or Programs with a distinct start and end date.

It is assigned to the following security roles:

[Cost Accounting Level 5 \(D_CA_LVL_05\)](#)

PPPT – Payment Plan Print Table

This page is used to view and query Payment Plan notices. The Payment Plan Print table facilitates the sending of notifications to customers on the status of their Payment Plans. This table is populated when the Status on the Payment Plan is changed to *Active*, *Cancelled*, or *Completed*. The table also provides the following functionality: Tracks the printing status of

each notification; Allows you to view and query print information; ability to be used for Online printing; Allows for the reprinting of notifications.

It is assigned to the following security roles:

[Accounts Receivable Level 1 \(D_AR_LVL_01\)](#)
[Accounts Receivable Level 5 \(D_AR_LVL_05\)](#)

PRC – Payment Request (Commodity Based)

This resource is a document. It is created manually and is used for payments related to commodity-based purchases. It may or may not reference a purchase order document; and may be related to the matching process.

Workflow Required Yes

It is assigned to the following security roles:

[Accounts Payable Level 1 \(D_AP_LVL_01\)](#)
[Accounts Payable Level 5 \(D_AP_LVL_05\)](#)

PRCC – Procurement Card

This resource is a document. It is created through an interface and is used to clear Pcard transactions and post to the correct budget coding.

Workflow Required Yes

It is assigned to the following security roles:

[PCard Processor \(D_PCARD_LVL_01\)](#)

PRCUA – Procurement Card Administration

This resource is a page which holds all OneCard account information.

It is assigned to the following security roles:

[PCard Processor \(D_PCARD_LVL_01\)](#)

PRCUID – Procurement Management

This resource is a page which allows the user to search for a Procurement Folder and is the central location for both Buyers and Managers to work with the Procurement Folders.

It is assigned to the following security roles:

[Procurement Level 1 \(D_PROC_LVL_01\)](#)
[Procurement Level 5 \(D_PROC_LVL_05\)](#)
[Procurement Level 10 \(D_PROC_LVL_10\)](#)

PRCUNOTE – Procurement Notes

This resource is a page located within the Procurement Folder (PRCUID) which allows users to add notes specific to procurement folder.

It is assigned to the following security roles:

[Procurement Level 1 \(D_PROC_LVL_01\)](#)
[Procurement Level 5 \(D_PROC_LVL_05\)](#)
[Procurement Level 10 \(D_PROC_LVL_10\)](#)

PRCUT – Processed Procurement Card Transactions

This resource is a page which shows PCard transactions which have been fully reconciled on a PRCC.

It is assigned to the following security roles:

[PCard Processor \(D_PCARD_LVL_01\)](#)

PRCUU – Unprocessed Procurement Card Transactions

This resource is a page which shows PCard transactions that have not been fully reconciled. This page allows users to reconcile and mark them as paid which results in a PRCC to be created.

It is assigned to the following security roles:

[PCard Processor \(D_PCARD_LVL_01\)](#)

PRM – Matching PR

This resource is a document. It is created through the Matching Document Batch Job process when the matching rules are met, which is a three-way match between Purchase Order (PO)/Contract (CT), Receiver (RC) and Invoice (IN).

Workflow Required No

It is assigned to the following security roles:

[Accounts Payable Level 1 \(D_AP_LVL_01\)](#)
[Accounts Payable Level 5 \(D_AP_LVL_05\)](#)

PROG – Program Setup

This resource is a page which allows you to define and view information for Program codes that are used for Cost Accounting and other activities.

It is assigned to the following security roles:

[Cost Accounting Level 5 \(D_CA_LVL_05\)](#)

PTYP – Program Type

This resource is a page which allows you to define the valid Program Types for Programs. The Program Type is a rollup level for the Program.

It is assigned to the following security roles:

[Cost Accounting Level 5 \(D_CA_LVL_05\)](#)

RC - Receiver

This resource is a document. It is created manually and is used to show receipt of goods and or services to complete three-way matching and effect payment.

Workflow Required No

It is assigned to the following security roles:

[Procurement Level 1 \(D_PROC_LVL_01\)](#)
[Procurement Level 5 \(D_PROC_LVL_05\)](#)
[Procurement Level 10 \(D_PROC_LVL_10\)](#)

RCSRCH – Receiving Search

This resource is a page which enables you to search for award documents that correspond to the receipt of goods and services.

It is assigned to the following security roles:

[Procurement Level 1 \(D_PROC_LVL_01\)](#)
[Procurement Level 5 \(D_PROC_LVL_05\)](#)
[Procurement Level 10 \(D_PROC_LVL_10\)](#)

RE - Receivable

This resource is a document. It is created manually to record accounts receivable and can be used with a [CR2](#) document.

It is assigned to the following security roles:

[Accounts Receivable Level 1 \(D_AR_LVL_01\)](#)
[Accounts Receivable Level 5 \(D_AR_LVL_05\)](#)
[Cost Accounting Level 1 \(D_CA_LVL_01\)](#)
[Cost Accounting Level 5 \(D_CA_LVL_05\)](#)

RFI – Request for Information

This resource is a document. It is created manually and can be used to gather information for a potential solicitation, identify potential Vendors, or assist in determining if alternate procurement conditions exist.

Workflow Required No

It is assigned to the following security roles:

- [Procurement Level 1 \(D_PROC_LVL_01\)](#)
- [Procurement Level 5 \(D_PROC_LVL_05\)](#)
- [Procurement Level 10 \(D_PROC_LVL_10\)](#)

RFP – Request for Proposal

This resource is a document. It is created manually and is a type of solicitation used for Procurements that exceed the small procurement threshold in which award is made based on price and other evaluation criteria.

Workflow Required No

It is assigned to the following security roles:

- [Procurement Level 5 \(D_PROC_LVL_05\)](#)
- [Procurement Level 10 \(D_PROC_LVL_10\)](#)

RFQ – Request for Quotes

This resource is a document. It is created manually and is a type of solicitation used for Procurements under the small procurement threshold when the goods and non-professional services are clearly defined.

Workflow Required No

It is assigned to the following security roles:

- [Procurement Level 1 \(D_PROC_LVL_01\)](#)
- [Procurement Level 5 \(D_PROC_LVL_05\)](#)
- [Procurement Level 10 \(D_PROC_LVL_10\)](#)

RN - Renewal

This resource is a document. It is created manually and is used to process the renewal of a Master Agreement that is used by the Renewal Agreements Batch Process.

Workflow Required No

It is assigned to the following security roles:

- [Procurement Level 1 \(D_PROC_LVL_01\)](#)
- [Procurement Level 5 \(D_PROC_LVL_05\)](#)
- [Procurement Level 10 \(D_PROC_LVL_10\)](#)

RQM – Master Agreement Requisition

This resource is a document. It is created manually and is used when the Requestor wishes to establish a Master Agreement.

Workflow Required Yes

It is assigned to the following security roles:

- [Procurement Level 1 \(D_PROC_LVL_01\)](#)
- [Procurement Level 5 \(D_PROC_LVL_05\)](#)
- [Procurement Level 10 \(D_PROC_LVL_10\)](#)

RQS – Standard Requisition

This resource is a document. It is created manually to initiate a procurement process.

Workflow Required Yes

It is assigned to the following security roles:

- [Procurement Level 1 \(D_PROC_LVL_01\)](#)
- [Procurement Level 5 \(D_PROC_LVL_05\)](#)
- [Procurement Level 10 \(D_PROC_LVL_10\)](#)

RS – Stand Alone

This resource is a document. It is created manually and is used to record received items into the system when the Award is either not known or still in Draft or Pending Status.

Workflow Required No

It is assigned to the following security roles:

- [Procurement Level 1 \(D_PROC_LVL_01\)](#)
- [Procurement Level 5 \(D_PROC_LVL_05\)](#)
- [Procurement Level 10 \(D_PROC_LVL_10\)](#)

SACTV – Sub Activity

This resource is a page which allows you to define codes associated with the Sub Activity and associated information related to the Sub Activity.

It is assigned to the following security roles:

- [Chart of Accounts Coordinator \(D_COA_COORD\)](#)

SFUNC – Sub Function

This resource is a page which allows you to define codes associated with the Sub Function and associated information related to the Sub Function.

It is assigned to the following security roles:

[Chart of Accounts Coordinator \(D_COA_COORD\)](#)

SLQC – Sub Location

This resource is a page which allows you to define the valid sub-location categories for locations in your system.

It is assigned to the following security roles:

[Chart of Accounts Coordinator \(D_COA_COORD\)](#)

SN – Stock Return

This resource is a document. It is created manually and allows the original Requestor to return previously issued Items back to the originating Warehouse.

Workflow Required No

It is assigned to the following security roles:

[Warehouse Consumption \(D_WHSE_CONS\)](#)

SOQA – Solicitation Question and Answer Detail

This resource is a page. It allows buyers to search for a solicitation and answer a vendor's question submitted online through Vendor Self Service or office by doing one of the following:

- Link to the Answer VSS Question page by clicking on the Answer VSS Question link. This page is for the Procurement Officer to record his/her response to the Solicitation inquiry submitted through VSS.
- Link to the Record Offline Question/Answer page by clicking on the Record Offline Question/Answer link. This page is for the Procurement Officer to record the questions received offline and his/her responses to the questions received offline.

It is assigned to the following security roles:

[Procurement Level 1 \(D_PROC_LVL_01\)](#)

[Procurement Level 5 \(D_PROC_LVL_05\)](#)

[Procurement Level 10 \(D_PROC_LVL_10\)](#)

SR – Solicitation Response

This resource is a document. It is created manually and is used by an authorized end-user to enter a Solicitation Response to a Solicitation on behalf of a Vendor based on the Vendor's hard copy response.

Workflow Required No

It is assigned to the following security roles:

- [Procurement Level 1 \(D_PROC_LVL_01\)](#)
- [Procurement Level 5 \(D_PROC_LVL_05\)](#)
- [Procurement Level 10 \(D_PROC_LVL_10\)](#)

SRQ – Stock Request

This resource is a document. It is created manually and allows the Requestor to reserve quantities of Stock Items from an On-hand supply for later delivery and backorders any Items that are not immediately available.

Workflow Required No

It is assigned to the following security roles:

- [Warehouse Requestor \(D_WHSE_REQ\)](#)

SRR1 – Seed Restricted Revenue

This resource is a document. It is created through auto-AB or from the document catalog. It is used to either increase or decrease the amount of the tolerance adjustment budget bucket on level 4 of a restricted revenue budget. The tolerance bucket is half of the equation for the total revenue budget bucket, which is what makes funds available to use on the expense budget if properly linked at level one of the corresponding expenditure budget.

Workflow Required Yes

It is assigned to the following security roles:

- [Budget Level 1 \(D_BUDGET_LVL_01\)](#)

STASK – Sub Task

This resource is a page which allows a user to establish valid Sub Task codes and associated information related to the Sub Task. Rollups and all the element specific rules and options default from the task code. A Sub Task is defined by a specific department for a specific task and it is an option field.

It is assigned to the following security roles:

- [Chart of Accounts Coordinator \(D_COA_COORD\)](#)

STPFST – Stage Profile Select

This resource is a page which allows users to search for Staging Profiles and gives access to users to Add Staging Profiles.

It is assigned to the following security roles:

[Cost Accounting Level 5 \(D_CA_LVL_05\)](#)

TAPO – Travel Authorization

This resource is a document. It is created manually to record estimated cost for a travel trip.

Workflow Required Yes

It is assigned to the following security roles:

[Travel Processor Level 1 \(D_TRAVEL_LVL_01\)](#)

[Travel Processor Level 5 \(D_TRAVEL_LVL_05\)](#)

TAPRC – Travel Payment Request

This resource is a document. It is created manually to reimbursement employees for travel.

Workflow Required Yes

It is assigned to the following security roles:

[Travel Processor Level 1 \(D_TRAVEL_LVL_01\)](#)

[Travel Processor Level 5 \(D_TRAVEL_LVL_05\)](#)

TASK - Task

This resource is a page which allows a user to define valid tasks. A task is an inter-program that users may want to define for activity base costing, budgeting and/or reporting purposes.

It is assigned to the following security roles:

[Chart of Accounts Coordinator \(D_COA_COORD\)](#)

TM - Termination

This resource is a document. It is created manually and is used to terminate award documents of the MA, PO, and CT Document types.

Workflow Required No

It is assigned to the following security roles:

[Procurement Level 1 \(D_PROC_LVL_01\)](#)

[Procurement Level 5 \(D_PROC_LVL_05\)](#)

[Procurement Level 10 \(D_PROC_LVL_10\)](#)

TRQS – Travel Standard Requisition

This resource is a document. It is created manually and is used to pre-encumber the total estimated codes for a trip for a traveler. It results in a sub reporting code which is then referenced on all payment documents related to the trip. The TRQS is copy forward to a TAPO which is also referenced on other FIN payment documents.

Workflow Required Yes

It is assigned to the following security roles:

[Travel Processor Level 1 \(D_TRAVEL_LVL_01\)](#)

[Travel Processor Level 5 \(D_TRAVEL_LVL_05\)](#)

UDOC – User Maintenance Document

This resource in a document. It is created manually and enables you to setup security for a new user or maintain security for an existing user.

It is assigned to the following security roles:

[UDOC Security \(D_UDOC_LVL_01\)](#)

UR – Universal Requestor

This resource is a document. It is created manually and will create a new document. The type of document that is created is based on the criteria that was searched for and selected in URCATS page. When a user searches for a master agreement and creates a UR from it, the system generates the DO; when a user searches for Inventory items and creates a UR from it, the system generate the SRQ; and when the user searches for either Purchase History or Commodity Code and create a UR from it.

Workflow Required Yes

It is assigned to the following security roles:

[Procurement Level 1 \(D_PROC_LVL_01\)](#)

[Procurement Level 5 \(D_PROC_LVL_05\)](#)

[Procurement Level 10 \(D_PROC_LVL_10\)](#)

URCATS – Universal Requestor Catalog Search

This resource is a page which allows you to search catalogs in addition to searching against inventory, purchase history, master agreements, and commodities to facilitate the creation of purchasing documents.

It is assigned to the following security roles:

[Procurement Level 1 \(D_PROC_LVL_01\)](#)

[Procurement Level 5 \(D_PROC_LVL_05\)](#)

[Procurement Level 10 \(D_PROC_LVL_10\)](#)

URSRCHMA – Master Agreement Search

This resource is a page which allows you to search the system for commodities contained on Master Agreements.

It is assigned to the following security roles:

- [Accounts Payable Level 1 \(D_AP_LVL_01\)](#)
- [Accounts Payable Level 5 \(D_AP_LVL_05\)](#)
- [Procurement Level 1 \(D_PROC_LVL_01\)](#)
- [Procurement Level 5 \(D_PROC_LVL_05\)](#)
- [Procurement Level 10 \(D_PROC_LVL_10\)](#)

USER – Procurement User

This resource is a page which allows you to define a series of default information that will be applied to documents based on the User ID selected in the Requestor ID field on Procurement documents.

It is assigned to the following security roles:

- [Procurement Level 5 \(D_PROC_LVL_05\)](#)
- [Procurement Level 10 \(D_PROC_LVL_10\)](#)

VCC – Vendor Customer Creation

This resource is a document. It is created manually to add a new Vendor/Customer record.

Workflow Required Yes for agency created documents. No for DOF created documents.

It is assigned to the following security roles:

- [Vendor Creation & Maintenance \(D_VENDOR_LVL_01\)](#)

VCM – Vendor Customer Maintenance

This resource is a document. It is created manually to edit/maintain Vendor Customer records.

Workflow Required Yes for agency created documents. No for DOF created documents.

It is assigned to the following security roles:

- [Vendor Creation & Maintenance \(D_VENDOR_LVL_01\)](#)

VCUST – Vendor Customer

The Vendor/Customer (VCUST) table allows you to maintain the primary information about a vendor/customer. The information contained in this page determines how Accounts Receivable, Accounts Payable, and EFT (Electronic Funds Transfer) transactions are handled. This page also contains the Discount Terms for Prompt Payment that the

JUMP TO [SECURITY ROLE LIST](#) | [RESOURCE LIST](#)

Vendor/Customer may offer. Vendor/Customer records are made active and inactive using this table. The Active Status of a Vendor/Customer record controls the use of that Vendor/Customer on certain documents. It is assigned to the following security roles:

[Vendor Creation & Maintenance \(D_VENDOR_LVL_01\)](#)

WTEAM – Manager Team

This resource is a page allows you to assign managers to a workload team of other managers. Every user that will be managing procurements and buyers must first be added to the Manager table.

It is assigned to the following security roles:

[Procurement Level 5 \(D_PROC_LVL_05\)](#)

[Procurement Level 10 \(D_PROC_LVL_10\)](#)