State Agency Security Roles Updated 10-1-2020

<table>
<tr><th>Mod</th><th>Role Name/Short name</th><th>Role Description</th></tr>
<tr><td>AM</td><td>M_FS_AM_ASSET_INQUIRY

AM-Asset Inquiry</td><td>Users with this role can review fixed asset information but do not make changes or create records. Users with the AM Inquiry role can:
• Access most Asset Management pages in Inquire/Display mode only
• Search for an asset
• Print an asset
• Run queries using fixed asset data
• Run reports for fixed assets
Users with the Asset Inquiry role also have Display only access to pages in Customer Contracts and Project Costing:
<u>Customer Contracts</u>
• Contract Notes
• Review Renewals
• Review Costs
• Review As-Incurred Billing
• Review Billing Events
• Review Revenue History
• Preview Revenue
<u>Project Costing</u>
• View enter Employee Time
• View flexible Analysis Template
• View flexible Analysis User Default
• View Transactions in Progress Interactive Report
• View Maintain Preferences
• View PC Transaction Summary Template
• View Project Initiation Checklist
• View Projects List
• View Step Notes
• View Report Summarization Options
• View Transaction Definitions List
• View Transaction Summary History
• View Time and Labor Interface</td></tr>
<tr><td>AM</td><td>M_FS_AM_FINANCIAL_ACCT_ASSETS

AM-Asset Accountant</td><td>This is the primary role required for users who create and maintain fixed asset records. Users with this role have update access to perform almost all of the necessary transactions within the Asset Management pages, including:
• process cost adjustments and transfers
• process and allocate asset depreciation
• retire and reinstate assets
• create/update asset physical information
• create and maintain parent/child asset relationships
• review asset acquisition details from vouchers, purchase orders, and receipts
• revalue assets and assign fair market value (FMV)
• search for an asset
• print an asset
• create, review, and purge open depreciation transactions
• adjust accumulated depreciation
• preview and approve assets integrated from AP
• consolidate and unitize assets
• load asset management reporting tables
• process asset service and maintenance details, such as warranty and insurance
• process accounting entries for operating leases
• AP Batch process interface with AM
Users with this role can run all Asset Management reports and queries related to fixed assets.
Users with this role have Display only access to most pages in Project Costing.</td></tr>
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<table>
<tr><th>Mod</th><th>Role Name/Short name</th><th>Role Description</th></tr>
<tr><td>AM</td><td>M_FS_WF_AM_PI_01

AM-Physical Inventory Approver</td><td>This role provides an Agency user with approval authority for physical inventory transactions. Users with this role approve or deny physical inventory transactions at the Business Unit level. This role will be approving all physical inventory transactions except for the Department Transfers.</td></tr>
<tr><td>AM</td><td>M_FS_WF_AM_PI_02

AM-Dept Transfers Approver</td><td>This role provides an Agency user with approval authority for physical inventory transactions. Users with this role approve or deny asset department transfers from a physical inventory transaction.</td></tr>
<tr><td>AP</td><td>M_FS_AP_INQUIRY

AP-Inquiry</td><td>This is an inquiry only role and has no ability to update pages or create or delete items. It should be given to employees who need to be able to review AP information, but do not make changes or create records.
Users with this role have Inquiry access to Review Accounts Payable Info:
Payments, vendors, vouchers
Review PO Information
Review Receipt Information
Review Vendors
Review Budget Details
Review AP Budget Check Exceptions
Review GL Budget Check Exceptions
Review Projects and Grants Budget Check Exceptions
Review Purchasing and Cost Management Budget Check Exceptions
Cost Management
Procurement Card
Purchase Order
Receipt Accrual
Requisitions
Review Revenues Budget Check Exceptions
Users with this role have Display only access to:
Voucher Regular Entry page
Voucher Build (maintain vouchers) page
Users with this role have access to run AP reports and queries using AP and KK data.</td></tr>
</table>

AP	**M_FS_AP_MAINT_VOUCHR_ERROR_DTL** *AP-Voucher Build Error Detail*	This role should be limited to users who need to make corrections to interfaces. Users can: • delete vouchers that have errors • correct data for vouchers that are in recycle status Users with this role can run queries using AP data.

Mod	Role Name/Short name	Role Description
AP	**M_FS_AP_MATCH_OVERRIDE** *AP-Match Override*	Use of the Match Override role should be limited. Users with this role can: • report match exceptions with voucher, purchase order, and receiver data • select vouchers to create match reports and report on vouchers in dispute • select vouchers by match status, run matching, and handle match exceptions • perform match manual override Users with this role have Inquiry access to view invoices. Users with this role can run queries using AP data.

AP	**M_FS_AP_VOUCHER_ENTRY**
	
	AP-Agency Clerk
		This role should be assigned to all users who need to enter vouchers.
		Users with the Voucher Entry role can:
		• enter standard invoices and invoices associated with a purchase order using Regular Entry
		• run the Voucher On-Demand process and perform voucher maintenance
		• close and delete vouchers
		• run reports including Posted Voucher and Match Exceptions.
		Users with the Voucher Entry role also have Display only access to:
		• Review Accounts Payable Info
		    ○ Payments
		    ○ Vendors
		    ○ Vouchers
		    ○ Review PO Information
		    ○ Review Receipt Information
		    ○ Review Vendors
		    ○ Review Budget Details
		    ○ Review AP Budget Check Exceptions
		    ○ Review GL Budget Check Exceptions
		    ○ Review Projects and Grants Budget Check Exceptions
		    ○ Review Purchasing and Cost Management Budget Check Exceptions
		        ▪ Cost Management
		        ▪ Procurement Card
		        ▪ Purchase Order
		        ▪ Receipt Accrual
		        ▪ Requisitions
		    ○ Review Revenues Budget Check Exceptions
		Users with this role can run AP reports and queries using AP and KK data.

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<tr><th>Mod</th><th>Role Name/Short name</th><th>Role Description</th></tr>
<tr><td>AP</td><td>M_FS_WF_AP_APPR_01

Voucher Approval Framework 1</td><td>The AP Voucher Approver Workflow Level 1 role enables users to approve vouchers or credits with values from $0 to $24,999.99. This role allows users to perform tasks necessary for approving vouchers. Users with this role cannot create or update vouchers on the Regular Entry page.
Users with this role can:
unpost vouchers by reviewing voucher details and creating reversal entries for a single voucher
review, approve, submit, or deny approval for vouchers directly or by using Virtual Approver
approve or deny multiple vouchers using Mass Voucher Approval.
Users with this role have Display-only access to the Voucher Inquiry and KK Budget Inquiry pages:
<u>Voucher Inquiry</u>
Review Accounts Payable Info
Vendors Rejected Vouchers
Vouchers
Review PO Information
Review Receipt Information
Review Vendors
<u>KK Budget Inquiry</u>
Review Budget Details
Review AP Budget Check Exceptions
Review GL Budget Check Exceptions
Review Projects and Grants Budget Check Exceptions
Review Purchasing and Cost Management Budget Check Exceptions
Cost Management
Procurement Card
Purchase Order
Receipt Accrual
Requisitions
• Review Revenues Budget Check Exceptions
Users with this role can run AP reports and run queries using AP data.</td></tr>
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<tr><th>Mod</th><th>Role Name/Short name</th><th>Role Description</th></tr>
<tr><td>AP</td><td>M_FS_WF_AP_APPR_02

Voucher Approval Framework 2</td><td>The AP Voucher Approver Workflow Level 2 role enables users to approve vouchers or credits with values from $25,000.00 to $99,999.99. This role allows users to perform tasks necessary for approving vouchers. Users with this role cannot create or update vouchers on the Regular Entry page.
Users with this role can:
unpost vouchers by reviewing voucher details and creating reversal entries for a single voucher
review, approve, submit, or deny approval for vouchers directly or by using Virtual Approver
approve or deny multiple vouchers using Mass Voucher Approval.
Users with this role have Display-only access to the Voucher Inquiry and KK Budget Inquiry pages:
<u>Voucher Inquiry</u>
Review Accounts Payable Info
Vendors Rejected Vouchers
Vouchers
Review PO Information
Review Receipt Information
Review Vendors
<u>KK Budget Inquiry</u>
Review Budget Details
Review AP Budget Check Exceptions
Review GL Budget Check Exceptions
Review Projects and Grants Budget Check Exceptions
Review Purchasing and Cost Management Budget Check Exceptions
Cost Management
Procurement Card
Purchase Order
Receipt Accrual
Requisitions
• Review Revenues Budget Check Exceptions
Users with this role can run AP reports and run queries using AP data.</td></tr>
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Mod	Role Name/Short name	Role Description

AP	**M_FS_WF_AP_APPR_03**
	
	Voucher Approval Frame Work 3
		The AP Voucher Approver Workflow Level 3 role enables users to approve vouchers or credits for values of $100,000.00 and above. This role allows users to perform tasks necessary for approving vouchers. Users with this role cannot create or update vouchers on the Regular Entry page.
		Users with this role can:
		• unpost vouchers by reviewing voucher details and creating reversal entries for a single voucher
		• review, approve, submit, or deny approval for vouchers directly or by using Virtual Approver
		• approve or deny multiple vouchers using Mass Voucher Approval.
		Users with this role have Display-only access to the Voucher Inquiry and KK Budget Inquiry pages:
		<u>Voucher Inquiry</u>
		• Review Accounts Payable Info
		  ○ Vendors Rejected Vouchers
		  ○ Vouchers
		• Review PO Information
		• Review Receipt Information
		• Review Vendors
		<u>KK Budget Inquiry</u>
		• Review Budget Details
		• Review AP Budget Check Exceptions
		• Review GL Budget Check Exceptions
		• Review Projects and Grants Budget Check Exceptions
		• Review Purchasing and Cost Management Budget Check Exceptions
		  ○ Cost Management
		  ○ Procurement Card
		  ○ Purchase Order
		  ○ Receipt Accrual
		  ○ Requisitions
		• • Review Revenues Budget Check Exceptions
		Users with this role can run AP reports and run queries using AP data.

AR	**M_FS_AR_ACCT_CASH_MAINT** *AR-Payment Processing Accountant*	Users with this role can create deposits, create and modify the accounting entries for direct journals, and create and update a payment worksheet.

AR	**M_FS_AR_ACCT_MAINTENANCE**
	
	AR-Receivable Specialist
		This role should be given to users who are responsible for basic accounts receivable processing. Users can perform account maintenance functions including netting credits and debits, and initiating write-offs and refunds.
		Users have access to:
		• review customer information in Inquiry mode
		  ○ can create customer statements
		• view item activity in Inquiry mode and update item details and delinquency information
		• view and process customer interactions, generate and reassign actions, and access action lists
		• search, review, and update customer conversations, including add a new conversation and conversation keywords
		  ○ can send a customer follow-up letter
		• enter and reconcile cash drawer activity and print bank deposit slips
		• review all payment activity in Inquiry mode
		• create and maintain maintenance and transfer worksheets and review installment payments
		Users can run Customer Reports and can run queries using data from AR and Billing.

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<tr><th>Mod</th><th>Role Name/Short name</th><th>Role Description</th></tr>
<tr><td>AR</td><td>M_FS_AR_BILLING_SPECIALIST_U/C

AR-Billing Specialist</td><td>This role should be given to users who are responsible for reviewing transactions coming into billing from other SWIFT modules and from external sources.
Users with the Billing Specialist role have access to:
search, review, and update customer conversations
send a customer follow-up letter
view customer information
review and compare accumulated balances
review accrual reports and create accounting entries for unbilled accrual activity
view bills, bill schedules, and bill summary.
search for bills and bill lines
review bill summaries, billing detail, and pending items or accounting entries
view errors by invoice and bills marked in progress
Users with this role can also run Customer Reports and run queries using data from AR and Billing.</td></tr>
<tr><td>AR</td><td>M_FS_AR_CUST_MAINT_SPEC

AR-Customer Maint Specialist</td><td>This role should be given to users who are responsible for adding new customers and maintaining customer records, including addresses, phone numbers, and contacts.
Users have Update access to the Customer Information pages and correction access to the Quick Customer Create page. Users can also create and maintain sponsor (customer) information in the Grants module.
Users can run standard queries using data from AR and Billing.</td></tr>
<tr><td>AR</td><td>M_FS_AR_INQUIRY_REC_BLLG

AR-AR and Billing Inquiry</td><td>The AR/Billing Inquiry role is an Inquiry role only and has no ability to update pages or create or delete items. Users with this role can access all AR and Billing pages in Inquiry/Review mode only.
Users can search for bills and bill lines using various criteria and reprint billing invoices.
Users can run various AR and Billing reports:
Customer Reports
Pending Items Reports
Payments Reports
Billing Interface Report
Invoices Reports
Users with this role can run queries using data from AR and Billing.</td></tr>
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<tr><th>Mod</th><th>Role Name/Short name</th><th>Role Description</th></tr>
<tr><td>AR</td><td>M_FS_AR_BILLING_SUPERVISOR

AR-Billing Supervisor</td><td>This role should be given to users who are responsible for reviewing and then approving or deleting bills from the Billing Worksheet. Users with this role can configure certain details regarding billing, review and correct interface errors, review and update pending transactions, delete temporary and extract bills, and update Contracts and Projects with billing information.
Users with the Billing Supervisor role have Update access to these pages:
manage the billing worksheet
process worksheet approvals and deletes
review and approve pending billing activity from Contracts, Projects and Grants
update the billing worksheet
process letter of credit summary billing
search, review, add, and update customer conversations
can send customer follow-up letter
review and compare accumulated balances
adjust bills-entire bill or selected lines, and review billing adjustment history
attach, view, or remove supporting documentation on a bill
define billing personnel and billing inquiry phone numbers
review accrual reports and create accounting entries for unbilled accrual activity
review billing interface activity in the staging area and correct interface errors
create a billing interface report
review and update pending transactions
correct transaction errors that occurred during budget checking
review and correct invalid entry type and entry reason values
review and correct summarization template values
search for bills and bill lines
delete temporary and extract bills online (grants)
finalize bills, check budgets, create invoices, and apply activity (Consolidated)
finalize bills, check budgets, create invoices, and apply activity (Non-Consolidated)
update contracts and projects with billing information
Users with this role can run AR Customer reports and Billing reports.
Users with this role must also be assigned the Invoice Approval workflow role.
Users with this role can run queries using data from AR, Billing, Customer Contracts, and Projects.</td></tr>
<tr><td>AR</td><td>M_FS_AR_BI_CREATE

AR-Billing Create</td><td>This role should be given to users who are responsible for creating, adjusting, and correcting bills and related information.
Users with the AR/Billing Create role have access to:
create bills, define schedules, templates and consolidation
create adjustments for an entire invoice
create bill line adjustments for selected bill lines
review a summary of related bills and billing adjustments
add or remove links to supporting documents for an invoice
review interface activity in the staging area and correct errors
correct Budget Check errors
review and correct invalid entry type and entry reason values
correct transaction data errors that are found during the preload process
review and correct invalid summarization template value
change Status of bills
Users with only this role cannot run any reports or queries.</td></tr>
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Mod	Role Name/Short name	Role Description
AR	**M_FS_AR_BI_SETUP** *AR-Billing Set-up*	This role should be given to users who are responsible for defining certain AR/Billing configuration settings, as documented in the list. Users have access to: • add and update Distribution Code, Distribution Rules and Distribution Sets for generating accounting entries • define standard note code types and note code text • create charge codes with associated accounting, pricing, and tax information • define cash drawer processing Users with only this role cannot run any reports or queries.
AR	**M_FS_AR_SUPERVISOR_AR** *AR-Receivable Supervisor*	This role should be given to users who are responsible for correcting posting errors; un-posting items, payments, or maintenance groups as needed for corrections and running aging reports; approving refunds and write-offs; and processing dunning letters and overdue charges. The AR Supervisor is the only role with access to perform many of these tasks. They are noted with ** in the list. Users with the AR Supervisor role have access to: • view configuration settings related to receivables • review customer information in Inquiry mode • create customer statements • view item activity in Inquiry mode • update delinquency information and item details • view and process customer interactions, generate and reassign actions, and access action lists • search, review, and update customer conversations, including add a new conversation and conversation keywords ○ can send a customer follow-up letter • view and process customer dunning letters** • review and process customer overdue charges** • create**, update**, and review AR pending items • enter and reconcile cash drawer activity and print bank deposit slips • request payment predictor to apply payments** • review all payment activity • define and maintain credit/collections personnel configuration** • view and finalize maintenance and transfer worksheets and review installment payments **Note:** User cannot create or update worksheets. • process item refunds and view refund status** • run receivables update/revenue estimates processes** • correct posting errors • review posting results for items • run processes to unpost groups** • run a process to accumulate balances** • define accumulated balance configuration** Users with the AR Supervisor role can run: • Customer Reports • Pending Item Reports • Payment Reports • Receivables Activity Reports Users with the AR Supervisor role can run queries using data from AR. Users with this role must also be assigned the Write-Off Approval workflow role.
AR	**M_FS_WF_AR_WOAPPROVAL_01** *AR-WF Write-off Approval*	This AR Approval role enables users to approve Write Off transactions on a Maintenance Worksheet.
AR	**M_FS_WF_BI_APPROVAL_01** *BI-WF Invoice Approval*	This BI Approval role enables users to approve credit invoices.

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<tr><td>CF</td><td>M_FS_CF_SEC_xxxALL

Chartfield Security</td><td>Chartfield security is not module but a system-wide feature of FMS and the SWIFT Data Warehouse. In this generalized example, “xxx” represents a three-character agency code. Typically, an agency has just one chartfield security role. Its name ends with “ALL,” indicating that it provides access to all financial department ID’s belonging to the agency. A chartfield security role is mandatory for all users of FMS and all users of accounting/procurement data in the SWIFT Data Warehouse. MMB automatically grants an appropriate chartfield security role to each new user of FMS or the warehouse.</td></tr>
<tr><td>CG</td><td>M_FS_CG_CATALOG_INQUIRY

CG-Content Inquiry</td><td>Users with this role can view item definitions and item categories. Users can search item categories and perform advanced item searches. Users with this role can run queries using Item and Category Code related data.</td></tr>
<tr><td>CG</td><td>M_FS_CG_CATALOG_OWNER

CG-Content Owners</td><td>Users with this role are responsible for validating, testing, and approving item and catalog related changes.
Users with this role are responsible for training vendors on item file format requirements. This is performed offline.
Users with this role have Update status to:
manage item requests in the Minnesota Data Center (MDC)
search requests in the MDC
Users with this role have Display only access to:
item configuration settings: cost profiles, units of measure, and manufacturers
review staged items in the MDC
Users with this role can run queries using Item and Category Code related data.</td></tr>
<tr><td>CM</td><td>M_FS_CM_INQUIRY

CM-Cash Management Inquiry</td><td>This role allows users to view banking pages and run reports and create and run queries.
Users with this role have Inquire/Display only access to multiple pages in the Banking and Cash Management modules.
<u>Banking:</u>
Reconciliation Exceptions
Transactions by Account
External Accounts
Bank Statement Manager
Enter Bank Statements
Review Bank Statements
Review Bank Statement Files
Review Bank Balances
Bank Information
Bank Branch Information
Contact Information
External Transactions
Book to Bank Reconciliation
<u>Cash Management:</u>
Bi-Lateral Netting/Review Multiple Netting
Bi-Lateral Netting/Review Single Netting
Accounting Entries
Accounting Events
Accounting Templates
Journal Drill
Users can run the Banking reports Account Register, Bank Account Listing, and Settlement Instructions.
Users can run queries using Cash Management data.</td></tr>
<tr><td>EPRO</td><td>M_FS_EPRO_REQ_INQUIRY

ePRO-Requisition Inquiry</td><td>This role is for users needing to view only with no ability to create or update data.
Users with this role have Display only access to:
eProcurement pages
Purchasing pages
Users with this role can run ePro and Purchasing reports and can run queries using Purchasing information.</td></tr>
</table>

Mod	Role Name/Short name	Role Description
EPRO	**M_FS_EPRO_REQUESTER** *ePRO-Requisition Requester*	This role should be given to users who need to create and maintain requisitions. Users with this role do not have the ability to create or maintain any other purchasing documents. Users with this role have Add/Update access to: • Create a new requisition by browsing or searching company or external catalogs • Review requisitions, edit or view status, and cancel Users with this role have Display only access to: • Purchasing pages Users with this role can run ePro and Purchasing reports and can run queries using Purchasing information.
FCA	**M_FS_FCA_INQUIRY** *FCA-Cost Allocation Inquiry*	This role has the ability to view pages within Allocations and view the Allocation Log but will not be able to create Allocation Steps or Groups, or run the allocation process.
GEN	**M_FS_GEN_USER01** *Financial Supply Chain Access*	This role, granted automatically by MMB when an agency authorizes a user for FMS, puts the Financial Supply Chain Access link on the user's menu in the Administrative Portal. When the user experiences a promotion, demotion, transfer, or separation action, an automatic process removes this role.
GL	**M_FS_GL_INQUIRY** *GL Inquiry*	This role gives Inquiry/Display only access to all of the SWIFT GL configuration, transactional, and inquiry pages. Users with this role can run queries using GL data.

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<tr><td>GL</td><td>M_FS_GL_AGENCY_APPRVR

GL Agcy Jrnl Approval-Pages</td><td>This role should be given to users authorized to provide agency approvals for GL journal entries.
Users with the Agency Approver role have Update access to:
approve journals
Note: Users cannot update journals. The following tabs on the Create/Update Journal Entry page are read only:
Header
Lines
Totals
Errors
Users with this role have Inquiry/Display only access to Review GL Financial Information pages:
Compare Across Ledgers
Journals
Ledger
Ledger Period Comparison
Users with this role have Inquiry/Display only access to all other GL configuration, transactional, and inquiry pages.
Users with this role can run queries using GL data.
Note: Users with this role must also be assigned at least one workflow role.</td></tr>
<tr><td>GL</td><td>M_FS_GL_AGENCY_CF_MAINT

GL Agency ChartField Maint</td><td>This role should be given to users responsible for maintaining agency ChartField values.
Users with this role have Add/Update access to:
add, set up, and update chartfield value sets
set up chartfield report options
Users with this role have Inquiry/Display only access to SpeedChart, SpeedTypes, transactional, report and inquiry pages.
Users with the Agency CF Maintenance role can run queries using GL data.</td></tr>
<tr><td>GL</td><td>M_FS_GL_JOURNAL_ENTRY

GL Online Journal Entry</td><td>This role should be given to users responsible for creating, updating, and posting journal entries.
Users with the GL Journal Entry role have Add/Update access to:
create new journal entries
update existing journal entries
copy journals
post valid journals to the ledger
Users with this role have Inquiry/Display only access to all other GL configuration, transactional, and inquiry pages.
Users with this role can run queries using GL data.</td></tr>
<tr><td>GL</td><td>M_FS_GL_JOURNAL_LOAD

GL Journal Entry Load</td><td>This role gives the ability to load GL journals created by another system or by the GL Spreadsheet Journal Template.
Users with the GL Journal Load role have Add/Update access to:
import external journal data from a flat file
Users with this role have Inquiry/Display only access to all other GL configuration, transactional, and inquiry pages.
Users with this role can run queries using GL data.</td></tr>
<tr><td>GL</td><td>M_FS_GL_JRNL_POST_1

GL Journal Post 1</td><td>This role provides the ability to select posting periods for the General Ledger journals. Available periods are determined by MMB’s General Accounting unit.</td></tr>
<tr><td>GL</td><td>M_FS_WF_GL_AGY_01

GL Agency Journal Approver</td><td>This GL Approval role enables users to approve as Agency level for GL journal entries</td></tr>
<tr><td>GL</td><td>M_FS_GL_NVISION_AGENCY_USER

Agency nVision Report User</td><td>This role provides access to run PeopleSoft nVision reports. Users with this role can run the PeopleSoft nVision reports and have access to administer agency nVision settings.
Users with this role can run queries using data from GL, AP, and AR.</td></tr>
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<tr><th>Mod</th><th>Role Name/Short name</th><th>Role Description</th></tr>
<tr><td>GM</td><td>M_FS_GM_AWARD_DATA_ENTRY

Agency Program Staff - Grants</td><td>The SWIFT Grants Management module is used to enter and maintain inbound grants coming to the state from outside sponsors, which are also called "customers" in the system.

This role should be given to users who are responsible for maintaining award data. Users with this role can add, update, or view award pages. They can also run reports about award activity and contract billing.
Users with this role have Add/Update access to the Award Profile pages.
Users also have Update access to several other pages in the Grants>Awards> component:
Create Continuation
Milestone Notification
Negotiate Award
Process Milestone Notification
Users with this role can:
run queries using grants and customer contract data
run contract reports and grant interactive reports, including the F&A (Facilities and Administration) Error Interactive report*
*Users must also be assigned the M_FS_KK_INQUIRY role in order to run this report.</td></tr>
<tr><td>GM</td><td>M_FS_GM_GRANT_FISCAL_MANAGER

Agency Fiscal Manager - Grants</td><td>The SWIFT Grants Management module is used to enter and maintain inbound grants coming to the state from outside sponsors, which are also called "customers" in the system.

The Grants Fiscal Manager role gives access to pages within Customer Contracts, Grants, and Project Costing. This role should be given to users responsible for:
generating awards
maintaining revenue contracts and contract amendments
entering and maintaining grant project budgets, activities, and F&A (Facilities and Administration) Rates
running project cost collection processes
reviewing project commitment control and F&A process exception errors*
running contract and project revenue and billing**
*Users must also be assigned the Commitment Control Inquiry role (M_FS_KK_INQUIRY) to be able to access F&A error exception details.
**Users must also be assigned the AR Billing Supervisor role (M_FS_AR_BILLING_SUPERVISOR) role to be able to complete all billing and revenue processes.
This is the only GM role with authority to:
generate an award from a proposal
change the project status
create a billing summary for a Letter of Credit customer
Users with this role have Inquiry access to view:
configuration settings for project costing, supplier contracts, customer contracts, and grants
information about grants proposal pages and setup of grants departments, sponsors, institutions, sponsored project offices, and subrecipients
Users with this role can run and review reports in grants, customer contracts, and project costing.
Users with this role can run queries using data from:
Customer Contracts
Grants Management
Project Costing</td></tr>
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<tr><td>GM</td><td>M_FS_GM_GRANT_INQUIRY

GM-Grants Inquiry</td><td>The SWIFT Grants Management module is used to enter and maintain inbound grants coming to the state from outside sponsors, which are also called "customers" in the system.

This role should be given to users who need Display only access to pages in the Grants Management modules and associated pages in Customer Contracts. This role does not allow Update access to any grants pages. Users with this role can run queries and reports.
Users can view pages in:
grants proposals
projects and project activities
award profile
grants budgets, including commitment control errors/exceptions
grants departments, institutions, and sponsors
F&A (Facilities and Administration) Error Interactive Report
grants, projects, and contracts setup and configuration
view billing and revenue by contract
Users with this role can run reports for:
contract billing
grants interactive reports
Users with the Grants Inquiry role can run queries using data from:
Grants Management
Project Costing
Billing
AR
Customer Contracts</td></tr>
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Mod	Role Name/Short name	Role Description
GM	**M_FS_GM_PROG_MGR** *GM-Program Manager*	The SWIFT Grants Management module is used to enter and maintain inbound grants coming to the state from outside sponsors, which are also called "customers" in the system. This role should be given to users who have primary responsibility for entering and submitting grants proposals, maintaining grants budgets, and managing customer contracts. This user has the most access to add and update pages within Grants Management. Users with this role have add or update access to: • create, maintain, and submit proposals • create and maintain award budgets** • create and maintain grants projects and associate contract and activity definitions • create and maintain project activities • create and maintain grants awards (award profile) - user cannot generate an award • review project commitment control errors and exceptions • create and amend customer contracts • edit contract amendment details and process amendments • run the F&A (Facilities and Administration) Interactive Error report* • define, review, process, and adjust revenue and billing** • run grants interactive reports • program administration day-to-day activities: o schedule, process, and adjust revenue and billing by contract o project costing accounting, budgeting, activity definitions, and cost collection • program project budgeting activities: o project commitment control budget details and budget checking status *Users must also be assigned the Commitment Control Inquiry role (M_FS_KK_INQUIRY) to be able to access F&A error exception details. **Users must also be assigned the AR Billing Supervisor role (M_FS_AR_BILLING_SUPERVISOR) to be able to complete all billing and revenue processes and to enter budget details. Users with the Grants Program Manager role have Inquiry only access to: • grants, projects, and contracts configuration settings • grants departments, institutions, sponsors, and subrecipients Users with the Grants Program Manager role can run queries using data from: • Customer Contracts • Grants Management • Project Costing
GM	**M_FS_GM_AGENCY_SETUP** *Agency Setup*	The SWIFT Grants Management module is used to enter and maintain inbound grants coming to the state from outside sponsors, which are also called "customers" in the system. This role should be given to users who are responsible for maintaining agency-level setup and configuration. Users with the Grants Agency Setup Role can configure agency settings for: • Sponsored Project Offices • Sponsors (Customers) • Departments • Institutions • Professionals This role does not confer any additional access. Users must be given one of the other GM roles depending on the level of additional access they need.

Mod	Role Name/Short name	Role Description
IN	**M_FS_IN_EXPRESS_ISSUE** *IN-Inv Express Iss Countr Sale*	This role should be given to users responsible for managing fulfillment via Express Issue and for recording Return Materials Authorization (RMA) information on returns. Users with this role have Add/Update access to: • create and process Express Issues for stock requests • cancel, hold, and release stock requests • process reservation fulfillment requests • review/modify order lines that have not been reserved • cancel an interunit stock request that is in transit • review demand lines using the shortage workbench • record RMA information related to inventory • run RMA report listing RMA lines not received by the return date Users with this role can run queries using Inventory data.
IN	**M_FS_IN_EXPRESS_PUTAWAY** *IN-Inventory Express Putaway*	The Inventory Express Putaway role gives users the ability to put materials into stock without the need for a purchase order. Users with this role have Add/Update access to: • Create and process Express Putaways of material with an Item ID not tied to a Purchase Order • Enter Total Unit Cost (if applicable) for an Item ID added to Inventory stock Users with this role can run queries using Inventory data.
IN	**M_FS_IN_INVENTORY_ADJUST_APPRV** *IN-Inv Adjustment Approver*	This role should be given to users responsible for managing inventory counts and maintaining inventory quantities based on count results. Users with this role have Add/Update access to: • create counting events • modify counting event details • create a count sheet • review count discrepancies • update stock quantities based on count results • adjust on-hand quantities and review adjustment history • define and maintain inventory status • establish and maintain inventory lot information • transfer stock between physical locations within the BU Users with this role have Inquiry access to configuration pages for: • fulfillment • counting events • putaway and storage locations • lot control • replenishment • other inventory related configuration • supplier contract setup Users with this role can run reports, including: • inventory management reports • inventory reconciliation reports • product cost reports • AP vendor reports • Storage Locations report • Basic Item Listing report Users with this role can run queries using Inventory data.

Mod	Role Name/Short name	Role Description
IN	**M_FS_IN_INVENTORY_BUYER** *IN-Inv Replenishment Buyer*	This role should be given to users responsible for creating and managing replenishment requests. The Inventory Buyer role allows users to create POs to replenish inventory. Users with this role have Add/Update access to: • create and manage replenishment requests • set up item replenishment attributes for an item • define default putaway locations for an item • define Business Unit level attributes for an item Users with this role have Inquiry access to configuration pages for: • fulfillment • counting events • putaway and storage locations • lot control • replenishment • other inventory related configuration • supplier contract setup Users with this role can run the Picking Shortage report. Users with this role can run queries using Inventory data.
IN	**M_FS_IN_INVENTORY_CONTROL** *IN-Inv Warehouse Worker*	This role should be given to users responsible for activities within the warehouse, except for approvals. Users can perform inventory counts, process fulfillment requests, transfer stock, put away stock, and run associated reports. Users with this role have access to: • create counting events and modify counting event details • create a count sheet and review count discrepancies • maintain stock requests and review/modify order lines that have not been reserved • ship orders, modify shipment information, and manage load information • review demand lines that have been shipped • print packing slips for confirmed stock requests and print orders and order lines that have been shipped by Ship ID • release orders, process picking confirmation, review or modify a push or pull picking plan • review and correct putaway errors, review the putaway plan, review and update actual putaway information based on the plan • define and maintain inventory status • establish and maintain inventory lot information • transfer stock between physical locations within the BU Users with this role can run: • AP Vendor reports • inventory management reports • Picking Shortage report Users with this role can run queries using Inventory data.

Mod	Role Name/Short name	Role Description

IN	**M_FS_IN_INVENTORY_COST_ADJUST**
	
	IN-Inventory Cost Adjustment
		This role should be given to users responsible for defining and maintaining inventory cost information.
		
		Users with this role have access to:
		• define cost element numbers used by items
		• adjust average or actual costs and create accounting lines
		• define transfer pricing rates and costs
		
		Users with this role have Inquiry access to:
		• view configuration settings for
		    ○ fulfillment
		    ○ counting events
		    ○ putaway and storage locations
		    ○ lot control
		    ○ replenishment
		• inventory related configuration settings
		• supplier contract setup configuration
		
		Users with this role have Inquiry access to view information about:
		• inventory transactions
		• item cost
		• fulfillment transactions
		• inventory balance transactions
		• storage locations
		• inventory adjustments
		• inventory balances
		• lots
		• return shipments
		• replenishment requests
		• item brand names
		• receipts
		
		Users with this role can run Inventory reports:
		• inventory reconciliation reports
		• product cost reports
		• Storage Locations report
		• Basic Item Listing report
		
		Users with this role can run queries using Inventory data.

<table>
<tr><th>Mod</th><th>Role Name/Short name</th><th>Role Description</th></tr>
<tr><td>IN</td><td>M_FS_IN_INVENTORY_FULFILLMENT

Inv Fulfillment Specialist</td><td>This role should be given to users responsible for managing and fulfilling stock requests.

Users with this role have access to:
• create and process express issues for stock requests
• cancel, hold, and release stock requests
• process reservation fulfillment requests
• review/modify order lines that have not been reserved
• cancel an interunit stock request that is in transit
• review demand lines using the shortage workbench
• maintain stock requests and review/modify order lines that have not been reserved
• ship orders, modify shipment information, and manage load information
• review demand lines that have been shipped
• print packing slips for confirmed stock requests and print orders and order lines that have been shipped by Ship ID
• release orders, process picking confirmation, review or modify a push or pull picking plan
• create a picking shortage report
• record Return Materials Authorization (RMA) information related to inventory
• run RMA report listing RMA lines not received by the return date
Users with this role have Inquiry access to view information about:
• inventory transactions
• item cost
• fulfillment transactions
• inventory balance transactions
• storage locations
• inventory adjustments and inventory balances
• lots
• return shipments
• replenishment requests
• item brand names
• receipts
Users with this role can run queries using Inventory data.</td></tr>
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<table>
<tr><th>Mod</th><th>Role Name/Short name</th><th>Role Description</th></tr>
<tr><td>IN</td><td>M_FS_IN_INVENTORY_INQUIRY

IN Inventory Inquiry</td><td>This role gives display-only access to pages with inventory information. Users can also run Inventory reports.

Users with this role have Inquiry access to view information about:
inventory transactions
item cost
fulfillment transactions
inventory balance transactions
storage locations
inventory adjustments
inventory balances
lots
return shipments
replenishment requests
item brand names
receipts
Users with this role can run Inventory reports, including:
inventory reconciliation reports
product cost reports
Storage Locations report
Basic Item Listing report
Users with this role can run queries using Inventory data.</td></tr>
<tr><td>IN</td><td>M_FS_IN_INV_MATERIAL_MGR_MI

IN-Inventory Materials Manager Mobile Inventory</td><td>The Inventory Material Manager Mobile Inventory role gives users the ability to perform label printing duties for Mobile Inventory.

Users with this role have access to:
Ad hoc Label Printing; ability to print bar code labels by Business Unit for Mobile Inventory purposes.</td></tr>
<tr><td>IN</td><td>M_FS_IN_INVENTORY_PO_RECEIVER

IN-Inv PO & Non-PO Receiver</td><td>The Inventory PO Receiver role should be given to users responsible for processing PO and non-PO receiving, other than RMA and interunit receiving.

Users with this role have access to:
create and process receipts based on POs
run receiving reports
Planned Receipts
Receipt Delivery
run a process to create item putaways
run putaway plan report
review the putaway plan
review and correct putaway errors,
review and update actual putaway information based on the plan
Users with this role can run queries using Inventory data.</td></tr>
</table>

Mod	Role Name/Short name	Role Description
IN	**M_FS_IN_RETURNS_RECEIVER** *IN-Inv Interunit RMA Receiver*	The Inventory Returns Receiver role should be given to users responsible for processing Interunit and Return Materials Authorization (RMA) receiving. Users with this role cannot process PO receiving. Users with this role have access to: • process interunit and RMA receipts • run a process to create item putaways • run putaway plan report • review the putaway plan • review and correct putaway errors, • review and update actual putaway information based on the plan Users with this role can run queries using Inventory data.
IN	**M_ FS_IN_INCONFIG_AGENCY** *IN-Inventory Configuration-Agency*	This role administers configuration related to the Inventory Module. This is a very powerful role. It is only for experienced inventory administrators—at most, a few per agency.
KK	**M_FS_KK_AGENCY_JRNL_APPRVR** *KK Agency Journal Approval*	This role should be given to users who are responsible for approving Commitment Control Budget Journals. Users with this role have access to: • approve budget journals (if accompanied by respective KK workflow role) • add a new Ledger Inquiry Set • add a new budgets overview value Note: Users cannot update a budget journal. Users with this role have Inquiry/Display only access to all other KK configuration, transactional, and inquiry pages. Users with this role can run queries using KK data. Note: To enable users with budget journal approval, at least one workflow role must be assigned.
KK	**M_FS_KK_AGENCY_TRAN_APPRVR** *KK Agency Transfer Approval*	This role should be given to users who are responsible for approving Commitment Control Budget Transfers. Users with this role have access to: • approve budget transfers (if accompanied by respective KK workflow role) • add a new Ledger Inquiry Set • add a new budgets overview value Note: Users cannot update a budget transfer. Users with this role have Inquiry/Display only access to all other KK configuration, transactional, and inquiry pages. Users with this role can run queries using KK data. Note: To enable users with budget transfer approval, at least one workflow role must be assigned.

Mod	Role Name/Short name	Role Description
KK	**M_FS_KK_BUD_JRNL_ENTRY** *KK Online Journal Entry*	This role should be given to users who are responsible for creating and updating Commitment Control Budget Journals online. Users with the Budget Journal Entry role have access to: - create budget journals - update budget journals - add a new Ledger Inquiry Set - add a new budgets overview value Users with this role have Inquiry/Display only access to all other KK configuration, transactional, and inquiry pages. Users with this role can run queries using KK data.
KK	**M_FS_KK_BUD_JRNL_LOAD** *KK Journal Entry Load*	This role should be given to users who are responsible for loading budget journals created by another system or by the KK Spreadsheet Budget Journal Template. Users with this role have access to: • import budget journals from a flat file • add a new Ledger Inquiry Set • add a new budgets overview value Users with this role have Inquiry/Display only access to all other KK configuration, transactional, and inquiry pages. Users with this role can run queries using KK data.
KK	**M_FS_KK_BUD_TRAN_ENTRY** *KK Online Transfer Entry*	This role should be given to users responsible for creating Commitment Control Budget Transfers online. Users with this role have access to: • create budget transfers • update budget transfers • add a new Ledger Inquiry Set • add a new budgets overview value Users with this role have Inquiry/Display only access to all other KK configuration, transactional, and inquiry pages. Users with this role can run queries using KK data.
KK	**M_FS_KK_INQUIRY** *KK Inquiry*	This role should be given to users who need Inquire/Display only access to pages in General Ledger, Commitment Control, and Accounts Payable. Users with the Commitment Control Inquiry role have access to: • add a new Ledger Inquiry Set • add a new budgets overview value Users with this role have Inquiry/Display only access to all other KK configuration, transactional, and inquiry pages. Users also have Inquiry/Display only access to AP Payment Inquiry and AP Voucher Inquiry. Users with this role can run queries using KK data.
KK	**M_FS_WF_KK_JRNL_AP_01** *KK Agcy Jrnl Approver - Approp*	This KK Approval role enables users to approve as Agency level for appropriation budget journals entries.
KK	**M_FS_WF_KK_JRNL_EB_01** *KK Agcy Jrnl Approver - ExpBud*	This KK Approval role enables users to approve as Agency level for expense budget journals entries.
KK	**M_FS_WF_KK_JRNL_RB_01** *KK Agcy Jrnl Approver - RevBud*	This KK Approval role enables users to approve as Agency level for revenue budget journals entries.

Mod	Role Name/Short name	Role Description
KK	**M_FS_WF_KK_TRANS_01** *KK Agcy Trans Approver*	This KK Approval role enables users to approve as Agency level for appropriation budget transfer journals entries.
PO	**M_FS_PO_ACCTG_COORD** *PO-Order Accounting Coord*	The PO Accounting Coordinator role should be given to users responsible for maintaining existing purchase orders and requisitions. Users with this role can review match exceptions and run match reports and run Procurement and ePro reports. Users with this role cannot create or update purchase orders. Users with this role have access to: <u>Procurement</u> • Analyze, internally dispatch, cancel, close and preview POs • Review PO's and determine if outstanding PO lines should be set to close short • Reopen POs • Print POs via the PO Print report • View and modify PO funding data in staging tables, and update sourcing selections <u>Requisitions</u> • Analyze, approve, unapprove, cancel, close, preview, Budget Check & print requisitions • Source requisitions and process purchase orders Users with this role have Inquiry/Display only access to: • eProcurement pages • Purchasing pages • review match status and match exceptions Users can run ePro and Purchasing reports and run queries using purchasing data.

Mod	Role Name/Short name	Role Description
PO	**M_FS_PO_BUYER** *PO-Order Agency Buyer*	This role should be given to users responsible for creating purchase orders and/or requisitions, either directly, by sourcing requisitions, or by contract release. Users can also update, close or cancel purchase orders and requisitions. Users have the authority to encumber funds. Users with this role must be setup as a buyer on the Buyer Setup page. Users with this role cannot enter receipts against purchase orders. Users with this role have access to: Procurement • create, analyze, approve or deny, dispatch, cancel, close, preview and print POs • process change orders • review PO's and determine if outstanding PO lines should be set to close short • print POs via the PO Dispatch/Print report • view and modify PO data in staging tables, and update sourcing selections Requisitions • create, manage, and cancel ePro requisitions • analyze, approve, unapprove, cancel, close, preview, Budget Check & print requisitions • assign vendors to requisitions • source requisitions from inventory • create purchase orders from requisitions • load approved requisitions to staging tables • review requisitions, edit or view status, and cancel Vendor Conversations - create and maintain conversations with vendors Users with this role have Inquiry/Display only access to: • eProcurement pages • Purchasing pages • review match status and match exceptions Users with this role can run ePro and Purchasing reports, and can run queries using Purchasing data.

Mod	Role Name/Short name	Role Description
PO	**M_FS_PO_CONTRACT_ENCUMB** *PO-Order Contract Encumbrance*	Users assigned this role are responsible for creating encumbering documents from an approved contract. Users can create purchase orders for other buyers, but cannot be listed as the buyer on the PO. Users can update purchase orders. Users with this role cannot enter receipts against purchase orders. Users with this role have access to: <u>Procurement</u> • create, analyze, dispatch internally, unapprove, cancel, close, preview POs Note: cannot create a PO and be listed as the buyer • process change orders • review POs and determine if outstanding PO lines should be set to close short • reopen POs • print POs via the PO Dispatch/Print report • view and modify PO data in staging tables, and update sourcing selections <u>Requisitions</u> • analyze, approve, unapprove, cancel, close, preview, Budget Check and print requisitions • assign vendors to requisitions • source requisitions from inventory • create purchase orders from requisitions • load approved requisitions to staging tables • review requisitions, edit or view status, and cancel Users with this role have Inquiry/Display only access to: • eProcurement pages • Purchasing pages • review match status and match exceptions Users with this role can run ePro and Purchasing reports, and can run queries using Purchasing data.
PO	**M_FS_PO_CORE_RECEIVER** *PO-Order Receiver*	This role should be given to users responsible for creating and modifying records of goods and services received. Users with this role have access to: • create and update receipts • inspect receipts • enter and track activities and comments related to a receipt • override receipt distribution chartfield values • maintain delivery location and ship-to information for the goods Users with this role have Inquiry/Display only access to: • eProcurement pages • Purchasing pages Users with this role can run ePro and Purchasing reports, and can run queries using Purchasing data.

<table>
<tr><th>Mod</th><th>Role Name/Short name</th><th>Role Description</th></tr>
<tr><td>PO</td><td>M_FS_PO_DATA_ENTRY

PO-Order Entry</td><td>This role should be given to users responsible for entering and encumbering purchase orders on behalf of a buyer.

Note: This role has access to the same pages as the PO Buyer role, with the exception that users with this role cannot dispatch purchase orders.

Users with this role have access to:
<u>Procurement</u>
• create, analyze, cancel, close and preview POs
• process change orders
• review PO's and determine if outstanding PO lines should be set to close short
• reopen POs
• view and modify PO data in staging tables, and update sourcing selections
<u>Requisitions</u>
• create, manage, and cancel ePro requisitions
• analyze, approve, unapprove, cancel, close, preview, Budget Check, and print requisitions
• assign vendors to requisitions
• source requisitions from inventory
• create purchase orders from requisitions
• load approved requisitions to staging tables
• review requisitions, edit or view status, and cancel
<u>Vendor Conversations</u>
• create and maintain conversations with vendors

Users with this role have Inquiry/Display only access to:
• eProcurement pages
• Purchasing pages
• review match status and match exceptions

Users with this role can run ePro and Purchasing reports, and can run queries using Purchasing data.</td></tr>
<tr><td>PO</td><td>M_FS_PO_INQUIRY

PO-Order Inquiry</td><td>The PO Inquiry role has Inquiry/Display only access to pages in eProcurement and Purchasing. Users with this role can run ePro and Purchasing reports, and can run queries using Purchasing data.</td></tr>
<tr><td>PO</td><td>M_FS_WF_PO_APPROVER

PO-Order Approver</td><td>The PO Approver role provides the ability to approve purchase order transactions in step 1 of the PO Approval Workflow. Users with this role cannot create or update purchase orders.
Users with this role have access to: Approve POs
Users with this role have Inquiry/Display only access to: Purchase Order Inquiry</td></tr>
</table>

Mod	Role Name/Short name	Role Description
PO	**M_FS_PO_PCARD_AGNCY_ADMIN** *PO-Agency PCard Administrator*	Users with this role can review transactions for the applicable PCard holders. This role will also maintain the PCard holders' profile including; PCard account numbers, reviewer, reconciler and approver assignments, speedchart assignments as well as the default chart of accounts tied to the applicable PCard holders. This is a required role for each agency. An agency may have multiple PCard administrators. Users with this role have access to: • Assign Proxies • Assign Speedcharts • Add and Update Cardholder Profile • Review Bank Statement • Run PCard Reports • Review PCard Transactions Users with this role have Inquiry/Display only access to: • Card Issuers • Unit of Measure Mappings
PO	**M_FS_PO_PCARD_APPROVER** *PO-PCard Approver*	Users with this role have the ability to verify and approve PCard transactions for the applicable PCard holders. This is a required role for each PCard. Users with this role have access to: • Reconcile Statement - Review, Verify and Approve PCard transactions • Run PCard Reports Users with this role have Inquiry/Display only access to: Card Issuers
PO	**M_FS_PO_PCARD_RECONCILER** *PO-PCard Reconciler*	Users with this role have the authority to reconcile transactions for the applicable PCard holders. This role will be responsible for the review of the transactions as well as applying/reviewing the chart of accounts for each transaction line. An individual card holder would hold this role if they are going to verify their own transactions or agencies may set up users with this role if they are responsible for verifying the transactions for multiple cardholders within their agency. This is a required role for each PCard. Users with this role have access to: • Reconcile Statement - Review, Verify and Approve PCard transactions • Run PCard Reports Users with this role have Inquiry/Display only access to: Card Issuers.
PO	**M_FS_PO_PCARD_REVIEWER** *PO-PCard Reviewer*	Users with this role have the ability to review but not update transactions for the applicable PCard holders. Reviewers will have the ability to add comments to the transaction lines and add attachments. This role will NOT have the ability to apply chart of accounts to the transaction lines. This is an optional role and is not required for each PCard Holder. Users with this role have access to: • Reconcile Statement – Review PCard transactions • Run PCard Reports Users with this role have Inquiry/Display only access to: Card Issuers.

Mod	Role Name/Short name	Role Description
PR	**M_FS_PC_KK_DATES** *Project Control Date Role*	This role allows users access to change the Control Start Date and Control End Date for projects.
PR	**M_FS_PR_AGY_PROJECT_COSTNG_INQ** *Inquiry - Agency Project Cost*	This role provides Inquiry/Display only access to Project Costing pages as well as project related pages in Customer Contracts. Users with this role cannot add, update, or delete any data. Users with this role can run Project Costing standard and interactive reports. Users with this role cannot run queries.
PR	**M_FS_PR_PROJECT_MANAGER** *PR-Project Manager*	The Project Manager role has access to Project Costing and Customer Contracts, including billing, asset, and budget information. Users with this role have access to: <u>Revenue and Billing</u> • review, schedule, define, and assign revenue plan • review, schedule, and process billing, including define and assign billing plan* • adjust revenue and billing • schedule and process renewals *Users must also be assigned the AR Billing Supervisor role (M_FS_AR_BILLING_SUPERVISOR) role to be able to complete all billing and revenue processes and to enter budget details. <u>Customer Contracts</u> • create customer contracts, including contract terms, prepaid utilization rules, transaction limits, and amount allocations • process pending contract amendments • add contract milestones and set milestone conditions • review and update prepaid balances • manage contract progress payments • add and update contract notes • manage progress payments and update contract progress • define and maintain contract products • forecast revenue <u>Project Costing</u> • create and update projects • create and update project activities • update project status • update project team and assign to activity • process project accounting • send to and retrieve from budgeting • run project cost collection processes • process revenue collection • review project costs • run project utilities • define assets, assign transactions, retire assets in Project Costing • create and update budget plan and budget detail • manage project time and labor transactions <u>Commitment Control**</u> • review budget activities • review budget check exceptions **Users must also be assigned the Commitment Control Inquiry role (M_FS_KK_INQUIRY) to be able to review KK exception data. Users with this role can run multiple Customer Contract and Project Costing reports, as well as reports in Products and Commitment Control/Budgets. Users with this role can run queries using data from Customer Contracts and Project Costing.

<table>
<tr><th>Mod</th><th>Role Name/Short name</th><th>Role Description</th></tr>
<tr><td>PR</td><td>M_FS_PR_CAT_SUBCAT

Category and SubCategory Manager</td><td>Users with this role have access to create and update transaction categories and subcategories.
Users with this role can run queries using Project Costing data.</td></tr>
<tr><td>SC</td><td>M_FS_SC_AGREEMENT_MGR

SC Compliance Manager</td><td>This role should be given to users responsible for creating, monitoring, and updating compliance with agreements.
Users with this role have access to:
• create contract agreements and process batch workflow notifications
• monitor and update agreement details
• monitor and update agreement compliance
• review agreement status
• update contract agreement activities and statuses
Users with this role can run queries using Supplier Contract data.</td></tr>
<tr><td>SC</td><td>M_FS_SC_CONTRACT_ADMIN

SC Contract Administrator</td><td>This role should be given to users responsible for the day-to-day management of contracts and documents. Users can create and amend contracts, documents, and agreements.
Users with this role have access to:
• create contracts
• amend existing contracts- header, line, release info
• view contract document status
• view contract change history
• search for contracts by full text and attributes
• create and maintain contract documents
• amend existing contract documents
• execute the document wizard
• define contract document components (clauses, sections)
• use the document configurator
• create contract agreements and process batch workflow notifications
• search for contracts and documents using full text and attributes
• maintain MMD contract release number prompt table

Users with this role have Inquiry/Display only access to:
• AP/Voucher information
• PO information
• receipt information
• ePro information
• preview Asset Management AP/PO send information
• Purchasing information
• review sourcing event details and history
• additional supplier contract pages

Users with this role can run reports:
• purchasing reports
• receiving reports
• requisition reports
• ePro reports
• sourcing reports

Users with this role can run queries using Supplier Contract data.</td></tr>
</table>

<table>
<tr><th>Mod</th><th>Role Name/Short name</th><th>Role Description</th></tr>
<tr><td>SC</td><td>M_FS_SC_DOC_ADMIN

SC Document Administrator</td><td>This role should be given to users responsible for creating, amending, and managing ad hoc documents.

Users with this role have access to:
• create and maintain contract documents
• define contract components (clauses, sections)
• maintain document configurator
• execute the document wizard
• search for contracts and documents using full text and attributes
• maintain MMD contract release number prompt table

Users with this role can run queries using Supplier Contract data.</td></tr>
<tr><td>SC</td><td>M_FS_SC_INQUIRY

SC Contract Inquiry</td><td>The SC Inquiry role has Display only access to Supplier Contract data, pages, and documents. Users with this role have e no ability to change or update data.

Users with this role can run queries using Supplier Contract data.</td></tr>
<tr><td>SC</td><td>M_FS_SC_AGCY_LIBRARY_MGR

Agency Librarian</td><td>Users with this role can update existing clauses in the document library. Users have the authority to update existing clauses and to notify SWIFT if changes need to be made to existing question groups for wizard functionality.

This role should only be given to contract coordinators with authority to update legal language in a document.</td></tr>
<tr><td>SC</td><td>M_FS_SC_CONTRACTUAL_APPRVER

Document Approver</td><td>Users with this role are responsible for reviewing and providing feedback on documents that are going through the SWIFT approval process for professional/technical contracts. This would include anyone who could potentially be selected as a “Contract Manager” or “Additional Approver” for the P/T Workflow.</td></tr>
<tr><td>SC</td><td>M_FS_SC_DOC_COLLABORATOR

Document Collaborator</td><td>Users with this role are able to collaborate on both ad hoc (i.e., RFPs and forms) and transactional contract documents. Users with this role may review, edit and comment on documents before they have been executed.</td></tr>
<tr><td>SC</td><td>M_FS_WF_SC_DOC_APPROVAL_04

PT Contract Coordinator</td><td>This role is required for SC Document Approvals. Users with this role are responsible for Professional and Technical contracts for the State agency. This role can be made specific to Origins within a Business Unit if there are multiple coordinators for a department.</td></tr>
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Mod	Role Name/Short name	Role Description
SS	**M_FS_SS_EVENT_BUYER** *SS-Event Creator and Buyer*	This role should be given to users who are responsible for creating and managing events, performing event analysis, and awarding events. Users with the Event Buyer role have Add/Update access to: • create buy events • create auction events • create sell events • manage events and bid factors • analyze events and event lines • award events and post awards • pause events • cancel events • review event details, event document status, and event history • set up events including bid factors and bidder groups • create event templates • manage bidder information • create vendor groups • establish and maintain event discussion forums • establish forum preferences Users with this role have access to run Sourcing reports: • Auction Summary • Cycle Time Analysis Users with this role can run queries using Sourcing data.
SS	**M_FS_SS_EVENT_INQUIRY** *SS-Event Inquiry*	This role should be given to users who need to view and report on events but do not need to create or maintain any records. Users with the Event Inquiry role have Inquiry/Display only access to: • analyze events • analyze events lines • analysis upload • event details • event document status Users with the Event Inquiry role can run reports: • Auction Summary • Cycle Time Analysis Users with this role can run queries using Sourcing data.
SS	**M_FS_SS_RESPOND** *SS-Create a Vendor Response*	This role should be given to users who enter responses on behalf of bidders. Users with this role have access to: • create bids • upload and submit bidder responses • search bidder activity • review event history • search event details Users with this role have Display only access to pages in Sourcing>Maintain Events> • Analyze Events • Analyze Events Lines • Analysis Upload Users with this role have access to run Sourcing reports: • Auction Summary • Cycle Time Analysis Users with this role can run queries using Sourcing data.

Mod	Role Name/Short name	Role Description
SS	**Event Collaborator** *SS-Event Collab & Evaluation*	This role should be given to users who can collaborate on an event or to those users who may be asked to participate in the Evaluation process for RFP's. Users with this role will have access to: • Collaborate on Events (Prior to Bid Posting) • Evaluate Events (Prior to Awarding Event).
SS	**M_FS_WF_PT_COORD_APPR** *PT Coordinator Approver*	This role must be given to those users needing to review and approve Professional Technical Events as a PT Coordinator. It is the first approval in the Professional Technical RFP or RFI workflow approval path and is followed by the State Agency signer role. The role will allow the user to access the worklist in order to either approve or deny an event. Users with the Approver role can: • Access the worklist • Approve Events • Deny Events • Add ad hoc Approvers • Add ad hoc Reviewers • Add comments when approving or denying events.
SS	**M_FS_WF_STATEAGENCY_SIGN_APPR** *State Agency Approver*	This role must be given to those users needing to review and approve Professional Technical Events as a State Agency Signer. It is the second approval in the Professional Technical RFP or RFI workflow approval path. This role is followed by MN.IT Role when an IT Category is used or MMD PT Role if the event does have an IT Category. The role will allow the user to access the worklist in order to either approve or deny an event. Users with the Approver role can: • Access the worklist • Approve Events • Deny Events • Add ad hoc Approvers • Add ad hoc Reviewers • Add comments when approving or denying events.
SS	**M_FS_WF_GRANT_COORD_APPR** *Grant Coordinator Approver*	This role must be given to those users needing to review and approve Grant Events as a Grant Coordinator. It is the first approval in the Grant workflow approval path and is followed by the Buyer or the individual who created the event. The role will allow the user to access the worklist in order to either approve or deny an event. Users with the Approver role can; • Access the worklist • Approve Events • Deny Events • Add ad hoc Approvers • Add ad hoc Reviewers • Add comments when approving or denying events.

Mod	Role Name/Short name	Role Description
SS	**M_FS_SS_APPROVE_SOLICIT_EVENTS** *Event Approver – Buyer & Adhoc*	This role must be given to users who can create events and to users who can approve events as an ad hoc approver or an ad hoc reviewer. The role will allow the user to access the worklist in order to either approve or deny an event. Users with the Approver role can: • Access the worklist • Approve Events • Deny Events • Add ad hoc Approvers • Add ad hoc Reviewers • Add comments when approving or denying events.
VND	**M_FS_VND_AGY_RQUEST_ADD_UPDATE** *VND-Vend Request Adds/Updates*	This role allows users to update and correct vendor information such as address and contacts. Users with this role also have Inquiry/Display only access to vendor information via several navigation paths: • Grants>Subrecipients>General Information • Services Procurement>Services Supplier Setup>Vendor Information • Supplier Contracts>Related Links • Vendors>Vendor Information>Add/Update>Vendors • eProcurement>Buyer Center>Vendors>Maintain Vendors>Vendor Information Users with this role also have access to run the Financial Sanctions Inquiry. Users with this role can run vendor reports, including: • Vendor Balance • Vendor Detail • Vendor Summary
VND	**M_FS_VND_VENDOR_VIEW** *VND-Vend Inquiry*	This role allows users Inquiry/Display only access to view non-sensitive vendor information. Users cannot add, change, or delete vendor information. Users with this role can run vendor reports, including: • Vendor Balance • Vendor Detail • Vendor Summary Users with this role can run queries using data from Accounts Payable.