

# Accounts Payable

	<b>AP - Agency Invoice Processor</b>	This role allows the user to process agency invoice documents (including recurring invoices), invoice errors flagged on the Paymode-X reprocess table, and direct invoices (payments) not requiring a purchase order. It also provides access to display and report on agency specific accounts payable and logistics invoice data as well as related Business Analytics reports.
	<b>AP-LIV Reports and Display</b>	This role only allows access to display and report on agency specific accounts payable and logistics invoice data as well as related Business Analytics reports. Access to these reports is also included in other accounts payable roles.
	<b>AP - DFA AP/LIV Reports and Display*</b>	This role provides access to standard accounts payable reports and standard logistics invoice reports only. This role is for DFA/Office of Fiscal Management staff (OFM) only.
	<b>AP - Invoice Approver</b>	This is a workflow role for those responsible for approving direct and LIV invoices for payment. This role also provides access to display and report on agency specific accounts payable and logistics invoice data as well as related Business Analytics reports.
	<b>AP - Central Payment Processor *</b>	This role allows the user to process warrants created from payment documents for all agencies (including those for recurring payments) and to manage checks. It also allows access to display and report on statewide accounts payable and logistics invoice data as well as related Business Analytics reports.  This role is <b>only</b> for personnel in DFA/Office of Fiscal Management (OFM).
	<b>AP - Payment Generation *</b>	This role provides access to generate and print warrants for payment. This role allows the user to manage errors for insufficient cash from the payment run. It also provides access to display and report on statewide accounts payable and logistics invoice data as well as related Business Analytics reports.  It should be assigned to personnel in the DFA/Office of Fiscal Management (OFM) or DFA/MMRS <b>only</b> .
	<b>AP - Vendor Master Data Maintenance *</b>	This role provides access to create and maintain vendor master data. It also allows access to display and report on statewide account payable and logistics invoice data as well as related Business Analytics reports.  It should <b>only</b> be assigned to personnel in the DFA/Office of Fiscal Management (OFM).
	<b>AP - Account Maintenance *</b>	This role provides access to clear vendor invoices against payments. In addition, it provides access to create and view a clearing document. This role also allows access to display and report on statewide accounts payable and logistics invoice data as well as related Business Analytics reports.  This role is for DFA/Office of Fiscal Management (OFM) staff <b>only</b> .
	<b>LIV - Logistics Invoice Processor - Decentral</b>	This role allows the user to park incoming PO related invoices. Documents in "park" status are incomplete, to be completed at a later time. Documents that are "Parked as complete" will initiate workflow and consume budget. The role also allows access to display and report on agency specific accounts payable and logistics invoice data as well as related Business Analytics reports.
	<b>AP - Invoice Corrections *</b>	This is a central role for those responsible for reversing posted documents for all agencies. It also provides access to display and report on statewide accounts payable and logistics invoices as well as related Business Analytics reports.  This role is for the DFA/Office of Fiscal Management (OFM) staff <b>only</b> .

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	<b>AP - Manager DFA Approver *</b>	<p>This is a central role for those responsible for approving invoices for payment for all agencies. This role provides access to enter, park/post, and approve direct and LIV invoices. It also provides access to display and report on statewide accounts payable and logistcis invoices as well as related Business Analytics reports.</p> <p><u>This role is for DFA/Office of Fiscal Management (OFM) staff <b>only</b>.</u></p>
	<b>AP - Agency HIPAA Table Maintenance</b>	<p>This is a decentral role for those responsible for viewing, adding, changing, or deleting Medical data (not Medical premium information) on the HIPAA table for their agency. This information is sent along with electronic payments to vendors for an explanation of the payments.</p> <p>This role is <b>only</b> for users at specific agencies that handle HIPAA payments. The agencies are listed below:</p> <ul style="list-style-type: none"> <li>- Department of Finance and Administration</li> <li>- Department of Rehabilitation Services</li> <li>- Mississippi State Hospital</li> <li>- Boswell Regional Center</li> </ul>
	<b>AP - SPAHRS Table Maintenance *</b>	<p>This is a central role for those responsible for maintaining Legacy table data in MAGIC until Phase 2 is complete. The Legacy table data includes: SAAS/SPAHRS Agency Codes, SAAS Funds &amp; Appropriation Units, SAAS/SPAHRS Reporting Catagories, SAAS/SPAHRS Activity Codes, SAAS/SPAHRS Location Codes, SAAS Projects/Sub Projects/Phases, Legacy Agency Cross Walk, and SAAS/SPAHRS Org/Sub Org codes.</p> <p><u>This role is for DFA/Office of Fiscal Management staff (OFM) <b>only</b>.</u></p>
	<b>AP - SPAHRS Update Interface – ZSPAHRS</b>	<p>This is a decentral role for users responsible for completing and submitting agency crosswalk data.</p>
	<b>AP - DFA Approver *</b>	<p>This role allows for approval of direct and LIV invoices through the workflow process. It DOES NOT provide access to enter invoices. This role also provides access to display and report on statewide accounts payable and logistcis invoices as well as related Business Analytics reports.</p> <p><u>This role is for DFA/Office of Fiscal Management (OFM) staff <b>only</b>.</u></p>

# Accounts Receivable

	<p><b>SD - Sales Distribution Billing Administration</b></p>	<p>In this process, actual invoices are generated and automatically submitted to the customer agency for payment. Billing Documents should strictly be a function of an agency's accounting area or billing department. This role also provides access to display and report on agency specific accounts receivable data, sales and distribution data, as well as related Business Analytics reports.</p> <p>Each agency that invoices another agency or outside entity, should have someone assigned to this role. In addition, someone in the agency should also be assigned the SD - Sales Distribution Pricing Conditions Administration role.</p> <p>The following agencies are the <b>only</b> ones who should assign this role:</p> <ul style="list-style-type: none"> <li>- Information Technology Services</li> <li>- Department of Public Safety</li> <li>- Department of Finance and Administration</li> <li>- Office of the State Auditor</li> <li>- State Personnel Board</li> <li>- Office of the Attorney General</li> <li>- Office of the State Treasurer</li> </ul>
	<p><b>SD - Sales Distribution Sales Order Administration</b></p>	<p>The Sales Order is the first step in bill preparation and may be recorded by a billing clerk or even some non accounting personnel. This document simply records descriptions of services rendered and quantities (e.g., 25 Criminal Background Checks at \$35 each). No invoice is generated to the customer in this step. This role also provides access to display and report on agency specific accounts receivable data, sales and distribution data, as well as related Business Analytics reports.</p> <p>Each agency that invoices another agency or outside entity, should have someone assigned to this role. In addition, someone in the agency should also be assigned the SD - Sales Distribution Pricing Conditions Administration role.</p> <p>The following agencies are the only ones who should assign this role:</p> <ul style="list-style-type: none"> <li>- Information Technology Services</li> <li>- Department of Public Safety</li> <li>- Department of Finance and Administration</li> <li>- Office of the State Auditor</li> <li>- State Personnel Board</li> <li>- Office of the Attorney General</li> <li>- Office of the State Treasurer</li> </ul>

# Accounts Receivable

	<b>SD - Sales Distribution Pricing Conditions Administration</b>	<p>Pricing Conditions are the charge rates for the services an agency provides. This role is for agency staff members responsible for maintaining their agency's fee listing. It also provides access to display and report on agency specific accounts receivable data, sales and distribution data, as well as related Business Analytics reports. It may be assigned to the Billing Dept Director, Accounts Receivable Director or the Accounting and Finance Director.</p> <p>Each agency that invoices another agency or outside entity, should have someone assigned to this role, as well as to the SD - Sales Distribution Sales Order Administration and SD - Sales Distribution Billing Administration roles.</p> <p>The following agencies are the only ones who should assign this role:</p> <ul style="list-style-type: none"> <li>- Information Technology Services</li> <li>- Department of Public Safety</li> <li>- Department of Finance and Administration</li> <li>- Office of the State Auditor</li> <li>- State Personnel Board</li> <li>- Office of the Attorney General</li> <li>- Office of the State Treasurer</li> </ul>
	<b>SD - Sales Distribution Sales Customer Contacts *</b>	<p>Individual contacts in Sales and Distribution are associated with the customer records. This role has access to create and assign contacts. It also provides access to display and report on agency specific accounts receivable data, sales and distribution data, as well as related Business Analytics reports.</p> <p>This role should be assigned to designated DFA/Office of Fiscal Management staff (OFM) <b>only</b>.</p>
	<b>AR - Accounts Receivable Dunning Program</b>	<p>Dunning will be performed to reissue invoices to customers for follow up billings. It is part of both the Sales Distribution Billing and Accounts Receivable Billing solution. This role also provides access to display and report on agency specific accounts receivable data as well, sales and distribution data, as well as related Business Analytics reports.</p> <p>All agencies should have someone assigned to this role.</p>
	<b>AR - Accounts Receivable Post Incoming Payments Manually</b>	<p>This role is assigned to those responsible for processing incoming payments for open items. Payment postings will be recording the receipt of cash and will be a part of the Sales and Distribution Billing and Accounts Receivable Billing solution. This may equate to the AR cash application administrator and/or AR clerk and/or AR management. This role also provides access to display and report on agency specific accounts receivable data, sales and distribution data, as well as related Business Analytics reports.</p> <p>All agencies should have someone assigned to this role.</p>
	<b>AR-SD Display &amp; Reports</b>	<p>This role only provides access to display and report on agency specific accounts receivable data, sales and distribution data, as well as related Business Analytics reports. This includes access to run monthly reports. This display and report access is included in all other AR and SD roles.</p>

# Accounts Receivable

	<b>AR - Accounts Receivable Corrections *</b>	<p>This role is assigned to those responsible for reversing documents and resetting cleared items. It provides access to create a reverse posting and clear out the line item. No reverse document is generated for noted items (down payment request, bill of exchange payment request). Only the relevant open items are cleared during these procedures. Reverse postings are generated for all other documents and open items are also cleared. This role also includes access to display and report on statewide accounts receivable data, sales and distribution data, as well as related Business Analytics reports.</p> <p>This role is for specified DFA/OFM and DFA/OFR staff <b>only</b>.</p>
	<b>AR - Accounts Receivable Invoice Print</b>	<p>This role is assigned to those responsible for retrieving account balances and generating a correspondence for those customers who are delinquent. This may equate to the AR management, AR accountant and/or AR clerk.</p> <p>This role includes access to review and print account balances and generate and print correspondence. It also includes access to display and report on agency accounts receivable data, sales and distribution data, as well as related Business Analytics reports.</p> <p><u>All agencies should have one or more people assigned to this role.</u></p>
	<b>AR - Accounts Receivable Invoice Entry</b>	<p>This role is assigned to those responsible for invoice entry only. This may equate to the AR clerk. This role is NOT able to post the invoice. This role includes access to create, display and change an invoice. It also includes access to display and report on agency accounts receivable data, sales and distribution data, as well as related Business Analytics reports.</p> <p><u>This role must be used for processing interagency transactions. All agencies should have one or more people assigned to this role.</u></p>
	<b>AR - Accounts Receivable Invoice Approver</b>	<p>This role is assigned to agency staff responsible for approving customer invoices. This may equate to the AR management. This role includes access to change and display invoices, but NO access to enter invoices. It also includes access to display and report on agency accounts receivable data, sales and distribution data, as well as related Business Analytics reports.</p> <p><u>This role must be used for processing interagency transactions. All agencies should have one or more people assigned to this role.</u></p>
	<b>AR - Accounts Receivable Closing *</b>	<p>This role should be assigned to those responsible for the closing of invoices for the fiscal year and following up with outstanding balances. This role includes access to display and report on statewide accounts receivable data, sales and distribution data, as well as related Business Analytics reports.</p> <p><u>This role will be assigned to specified DFA/Office of Fiscal Management (OFM) staff <b>only</b>.</u></p>
	<b>AR - Accounts Receivable Manager - DFA Approver *</b>	<p>This role should be assigned to control office management staff responsible for approving customer invoices. It includes access to display invoices. It also includes access to display and report on statewide accounts receivable data, sales and distribution data, as well as related Business Analytics reports.</p> <p><u>This role will be assigned to specified DFA/Office of Fiscal Management (OFM) staff <b>only</b>.</u></p>
	<b>AR - Post Outgoing Payments <span style="color: red;">Manually</span></b>	<p>This role is assigned to those responsible for processing outgoing payments to customers receiving a refund. It also includes access to display and report on agency accounts receivable data, sales and distribution data, as well as related Business Analytics reports.</p> <p><u>All agencies should have one or more people assigned to this role.</u></p>

# Accounts Receivable

	<b>AR - Accounts Receivable Customer Master Data Maintenance *</b>	<p>This role provides access to maintain customer master data. It also includes access to display and report on statewide accounts receivable data, sales and distribution data, as well as related Business Analytics reports.</p> <p>This role should be assigned to specified DFA/Office of Fiscal Management (OFM) staff <b>only</b>.</p>
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# Cost Center, Internal Order, Project Systems

	<b>CO - Cost Center Accountant</b>	<p>Display access to cost center master data. This role also includes planning and posting actuals for statistical key figures (i.e. performance measures) in MAGIC.</p> <p>The Department of Human Services must use this role to perform the functions of Cost Allocations for Distributions.</p> <p>Mississippi State Hospital must use this role to perform the functions of Cost Allocations for Assessments.</p> <p>This role provides access to display and report on agency specific cost center data, as well as related Business Analytics reports.</p>
	<b>CO - Cost Center Reports &amp; Display</b>	<p>This role <b>only</b> provides access to display and report on agency specific cost center data, including data related to cost allocations for distributions and assessments. This role also contains access to the related Business Analytics reports and is included in all other Cost Center business roles.</p>
	<b>CO - Cost Center Master Data Maintenance *</b>	<p>This role provides access to maintain cost center master data and hierarchy information. This role also provides access to display and report on statewide cost center data, as well as related Business Analytics reports.</p> <p>This role is <b>only</b> for DFA/Office of Fiscal Management (OFM) staff.</p>
	<b>CO - Cost Center Support **</b>	<p>This is a support role for DFA/MMRS MAGIC functional support staff <b>only</b>.</p>
	<b>IO - Internal Order Administration</b>	<p>This role provides access to create and maintain agency master data, close internal orders, and order planning. This role also provides access to display and report on agency specific internal order data, as well as related Business Analytics reports.</p> <p>If an agency is using internal orders, someone must be mapped to this role.</p>
	<b>IO - Internal Order Analyst</b>	<p>This role provides access to post actuals to stat key figures that are tied to internal orders. This role also provides access to display and report on agency specific internal order data, as well as access to related Business Analytics reports.</p>
	<b>IO - Internal Order Reports &amp; Display</b>	<p>This role <b>only</b> provides access to display and report on agency specific internal order data. This role also contains access to the related Business Analytics reports and is included in all other Internal Order business roles.</p>
	<b>PS - Project Systems Project Admin</b>	<p>This role provides access to create and maintain agency projects and project templates and perform project planning. Access is controlled by business area.</p> <p>This role also provides access to display and report on agency specific internal order data, as well as access to related Business Analytics reports.</p> <p>If an agency is using project systems, someone must be mapped to this role.</p> <p>The agencies below have been identified as using Project Systems and should assign project systems roles:</p> <ul style="list-style-type: none"> <li>- Department of Environmental Quality</li> <li>- State Aid Road</li> <li>- Department of Wildlife, Fisheries, and Parks</li> <li>- Department of Finance and Administration/BoB (BRICKS)</li> </ul> <p>In addition to the agencies listed above, if an agency is accumulating costs that may be reported as an asset upon completion, project systems can be used to track and settle final costs to an asset. The costs may be in any budget category.</p>

# Cost Center, Internal Order, Project Systems

	<b>PS - Project Systems Project Analyst</b>	<p>This role provides access to post actuals to stat key figures that are tied to projects and access to settle project costs. This role also provides access to display and report on agency specific project systems data, as well as access to related Business Analytics reports.</p> <p>If an agency is using project systems, someone must be mapped to this role and the Project Systems Project Admin role.</p>
	<b>PS - Project Systems Reports &amp; Display</b>	<p>This role <b>only</b> provides access to display and report on agency specific project systems data. This role also contains access to the related Business Analytics reports and is included in all other project systems business roles.</p>

# Asset Management

	<b>FA - Fixed Assets Property Officer</b>	This role should be assigned to persons at the agency with ultimate responsibility for all data related to fixed assets. Some of these functions would include asset retirements, asset transfers (financial), donations, and maintenance to the asset record. This role includes access to display and report on agency specific fixed asset data, as well as access to related Business Analytics reports.
	<b>FA - Fixed Assets Property Officer - MUV</b>	<p>This role should be assigned to persons at the agency with ultimate responsibility for all data related to fixed assets, <b>including undercover assets</b>. This allows the user to view and execute the transactions against the <u>asset class</u> for undercover assets. Some of these functions would include asset retirements, asset transfers (financial), donations, and maintenance to the asset record. This role includes access to display and report on agency specific fixed asset data, as well as access to related Business Analytics reports.</p> <p>This role should <b>only</b> be assigned to individuals in the following agencies:</p> <ul style="list-style-type: none"> <li>- Attorney General</li> <li>- Ethics Commission</li> <li>- DFA - Division of General Services</li> <li>- Department of Audit</li> <li>- MS Department of Revenue</li> <li>- Gaming Commission</li> <li>- Department of Agriculture and Commerce</li> <li>- Department of Wildlife, Fisheries, and Parks</li> <li>- DPS - Department of Public Safety</li> <li>- DPS - Bureau of Narcotics</li> <li>- Pharmacy Board</li> <li>- Department of Transportation</li> </ul>
	<b>FA - Asset Reports and Display</b>	This role only provides access to display and report on agency specific fixed asset data and includes access to standard asset reports, as well as access to related Business Analytics reports. This role is for all personnel managing fixed assets, including agency property officers and agency accounting personnel. It is included in all fixed asset (FA) roles.
	<b>FA - Asset Reports and Display - Central *</b>	This role provides statewide access to display and report on fixed asset data and is <b>only</b> for personnel in the Auditor's Office (OSA), DFA/Office of Financial Reporting (OFR) and DFA/Office of Purchasing, Travel, and Fleet Management (OPTFM). This role also provides access to related Business Analytics reports and is included in other fixed asset central roles.
	<b>FA Asset Disposal Approver *</b>	This role is <b>only</b> for oversight personnel in the DFA/Office of Purchasing, Travel, and Fleet Management (OPTFM) and DFA/Office of Surplus Property who are responsible for approving the disposal/retirement of non-vehicle assets. It includes access to display and report on statewide fixed asset data, as well as access to related <u>Business Analytics reports</u> .
	<b>FA - Asset Month-end Close *</b>	<p>This role provides access to process monthly transactions for scheduled depreciation areas. It includes access to display and report on statewide fixed asset data, as well as access to related Business Analytics reports.</p> <p>This role is <b>only</b> for DFA/Office of Financial Reporting (OFR) personnel.</p>
	<b>FA - Asset Year-end Close *</b>	<p>This role provides access to process year-end transactions for scheduled depreciation areas. It includes access to display and report on statewide fixed asset data, as well as access to related Business Analytics reports.</p> <p>This role is <b>only</b> for DFA/Office of Financial Reporting (OFR) personnel.</p>

# Asset Management

	<b>FA - OPTFM Approver *</b>	<p>This role should be assigned to those responsible for approving transfers for assets in the classes related to vehicles (EQ030025), airplanes and helicopters (EQ030030), motorcycles and scooters (EQ030035), or recreational vehicles (EQ030040) only. It includes access to display and report on statewide fixed asset data, as well as access to related Business Analytics reports.</p> <p>This role is for the Fleet Management staff <b>only</b> in the DFA/Office of Purchasing, Travel, and Fleet Management (OPTFM).</p>
	<b>FA - Asset Reviewer *</b>	<p>The Central Asset Reviewer will complete the asset transfer process between agencies. This role provides access to create asset master records, transfer assets (for agencies), and delete asset records marked for deletion. It includes access to display and report on statewide fixed asset data, as well as access to related Business Analytics reports.</p> <p>This role is <b>only</b> for designated staff in DFA.</p>
	<b>FA - OSA Scan &amp; Validate *</b>	<p>This role provides the scan and validate function for inventory. It includes access to display and report on statewide fixed asset data, as well as access to related Business Analytics reports.</p> <p>This role is for designated staff in the Auditor's Office (OSA)/Property Division <b>only</b>.</p>
	<b>FA - OPTFM Workflow Maintenance *</b>	<p>This role provides access to maintain asset classes for vehicles. This information is related to the vehicle disposal workflow process. It includes access to display and report on statewide fixed asset data, as well as access to related Business Analytics reports.</p> <p>This role is for the Fleet Management staff <b>only</b> in the DFA/Office of Purchasing, Travel, and Fleet Management (OPTFM).</p>

# Funds Management

	<b>FM - Funds Management Master Data Administration *</b>	<p>This role provides access to maintain Item, Hierarchy and Group, Commitment Item, Fund Center, Fund, Budget Period, Application of Funds, Functional Area, and Funded Program. It provides access to display and report on statewide funds management data, as well as access to related Business Analytics reports.</p> <p>For DFA/Office of Fiscal Management (OFM) and DFA/Office of Financial Reporting (OFR) staff <b>only</b>.</p>
	<b>FM - Funds Management Agency Budget Analyst</b>	<p>This role provides the authorizations of the Funds Management Agency Budget Entry role plus approvals. Users can create/change agency budget and funds reservation documents and approve agency level workflow. It also provides access to display and report on agency specific funds management data, as well as access to related Business Analytics reports..</p> <p>At a minimum, each agency must have this role assigned to someone.</p>
	<b>FM - Funds Management Reports &amp; Display</b>	<p>This role <b>only</b> provides access to display and report on agency specific funds management data, as well as access to related Business Analytics reports. It is included in all other Funds Management (FM) business roles.</p>
	<b>FM - Funds Management Agency Budget Entry</b>	<p>This role provides authorization to create and maintain Budget and Funds Reservation documents at the agency level. It has NO approval authorization. It also provides access to display and report on agency specific funds management data, as well as access to related Business Analytics reports..</p> <p>If this role is assigned to agency staff, the FM - Funds Management Agency Budget Analyst role must also be assigned to someone in the <u>agency</u>.</p>
	<b>FM - Funds Management Budget Management *</b>	<p>This role provides access to approve budget documents and earmarked funds documents. It also provides access to display and report on statewide funds management data, as well as access to related Business Analytics reports.</p> <p>This role is <b>only</b> for DFA/Office of Budget and Fund Management (OBFM) staff.</p>
	<b>FM - Funds Management Support Role **</b>	<p>This is a support role for DFA/MMRS funds management functional support staff <b>only</b>.</p>
	<b>FM - OBFM Workflow Maintenance *</b>	<p>This role provides access to maintain control office approvers for FM documents. It also provides access to display and report on statewide funds management data, as well as access to related Business Analytics reports.</p> <p>This role is <b>only</b> for DFA/Office of Budget and Fund Management (OBFM) staff.</p>

# General Ledger

	<b>GL - General Ledger Agency Accountant</b>	<p>This role provides access to create the initial parked journal entry documents for financial accounting. The GL Agency Accountant also has access to previous journal documents that have been posted, can process non-invoiced cash receipts, and is responsible for recording the documents that will subsequently move to the workflow approval process. This is usually a staff accountant role in an agency that is responsible for accumulating supporting documentation and formulating a journal entry that will be subsequently posted in the system.</p> <p>This role has NO approval access. It does include access to the GL - General Ledger Finance Reports and Display role, as well as related Business Analytics reports.</p> <p>If a user is assigned this role, someone in the agency must have the GL - General Ledger Agency Manager Approver role.</p>
	<b>GL - General Ledger Agency Manager - Approver</b>	<p>The GL Agency Manager Approver has the access of the GL Agency Accountant and initiates the approval process through the agency. Depending on the document type, the document can be fully approved and posted within the agency or might have to continue the workflow process for approval by DFA. The person in this position may equate to an Accountant/Auditor manager.</p> <p>This role includes access to the GL - General Ledger Finance Reports and Display role, as well as related Business Analytics reports.</p>
	<b>GL - Finance Reports &amp; Display</b>	<p>This role <b>only</b> provides access to all reports available to end users supporting the financial function, including related Business Analytics reports and is limited to the Business Area (agency) of the user. Access includes the ability to display master data in Finance, Funds Management and Controlling. In addition, end users will also be able to view &amp; track the cash balances of their agency's funds and view financial postings relative to the agency to which the individual is assigned.</p> <p>This role is included in all other GL roles.</p>
	<b>GL - General Ledger Accountant Central *</b>	<p>This role has the ability to approve or reject parked documents created at an agency and routed to DFA for final approval. The GL Accountant Central can also create a parked document for further approval in DFA as well as process non-invoiced cash receipts. This role also has access to view statewide financial reporting data, as well as related Business Analytics reports.</p> <p>This is a central role for DFA/Office of Fiscal Management (OFM) or DFA/Office of Financial Reporting (OFR) staff members <b>only</b>.</p>
	<b>GL - General Ledger Closing Accountant *</b>	<p>The GL Closing Accountant has the ability to open and close accounting periods in Finance and Funds Management, as well as manage the Closing Cockpit for Period-End and Year-End activities. This role also has access to view statewide financial reporting data, as well as related Business Analytics reports.</p> <p>This is a centralized role for DFA/OFM staff <b>only</b>.</p>
	<b>GL - General Ledger FI Maintenance and Support **</b>	<p>This role is used for general support as required. This role also has access to view statewide financial reporting data, as well as related Business Analytics reports.</p> <p>This is a support role for designated DFA/MMRS MAGIC functional staff <b>only</b>.</p>

# General Ledger

	<b>GL - General Ledger Manager - DFA Approver *</b>	<p>This role can approve or reject documents within the workflow process as well as post certain accounting documents directly and process non-invoiced cash receipts. This role also has access to view statewide financial reporting data, as well as related Business Analytics reports.</p> <p>This is a central role for DFA/Office of Fiscal Management (OFM) or DFA/Office of Financial Reporting (OFR) staff members <b>only</b>.</p>
	<b>GL - General Ledger Master Data Maintenance *</b>	<p>The maintenance of master data is independent of those roles performing transactions and is a centralized role. General Ledger accounts are maintained at the organization level. The GL master Data Maintenance role has access to create, change and display all General Ledger accounts. Agency users with GL roles will only have the ability to view the General Ledger accounts. This role also has access to view statewide financial reporting data, as well as related Business Analytics reports.</p> <p>This role is for personnel in the DFA/Office of Fiscal Management (OFM) and/or DFA/Office of Financial Reporting (OFR) <b>only</b>.</p>
	<b>GL - General Ledger FI Maintenance and Support - OFM *</b>	<p>This role provides access to reverse documents, to maintain crosswalk tables, and to post documents.</p> <p>This is an FI support role intended <b>solely</b> for DFA/Office of Fiscal Management (OFM) staff.</p>
	<b>GL - General Ledger FI Maintenance and Support - OFR *</b>	<p>This role provides access to maintain balance carry-forward tables and to post documents.</p> <p>This is an FI support role intended <b>solely</b> for DFA/Office of Fiscal Reporting (OFR) staff.</p>
	<b>GL - General Ledger FI Maintenance and Support - Operations *</b>	<p>This role provides access to upload new bank data and the ability to park JV interface files.</p> <p>This is an FI support role intended <b>solely</b> for DFA/MMRS Operations staff.</p>

# Grants Management: Grantee

	<b>GM - Grant Master Data Maintenance Agency</b>	This role is assigned to those responsible for maintenance of grant master data within their agency. It also includes access to display grant management reports, as well as related Business Analytics reports.
	<b>GM - Grant Approver</b>	This role is assigned to those responsible for approving grant applications within their agency. This role may be assigned to non-accounting personnel and includes the ability to approve or deny grant applications. The role also includes access to display grant management reports, as well as related Business Analytics reports.
	<b>GM - Grant Budget Entry Administration</b>	This role provides access to enter grant budgets. It includes access to display grant management reports, as well as related Business Analytics reports.
	<b>GM - Grant Budget Approver</b>	This role provides access to approve grant budgets. It includes access to display grant management reports, as well as related Business Analytics reports.
	<b>GM - Grant Stat Key Figure Processor</b>	This role provides access to post actuals to stat key figures that are tied to grants. It includes access to display grant management reports, as well as related Business Analytics reports.
	<b>GM - Grant Indirect Cost Processor</b>	This role provides access to calculate and collect indirect costs. It includes access to display grant management reports, as well as related Business Analytics reports.
	<b>GM - Grant Billing Administration</b>	This role provides access to perform grant billing functions. It includes access to display grant management reports, as well as related Business Analytics reports.  This role is mandatory for agencies who manage grants.
	<b>GM - Grant Accounts Receivable Administration</b>	This role provides access to post incoming payments. It includes access to display grant management reports, as well as related Business Analytics reports.  This role is mandatory for agencies who manage grants.
	<b>GM - Grant Reports &amp; Display</b>	This role <b>only</b> provides access to display grant management reports, as well as related Business Analytics reports. It is included in all other Grants Management roles.
	<b>GM - Grant Master Data Maintenance - Central *</b>	This role provides access to create, change, and maintain grant related Business Partners as well as maintain sponsored class. It also includes access to display grant management reports and related Business Analytics reports.  This is a central role for DFA/Office of Fiscal Management (OFM) staff members <b>only</b> .

# Grants Management: Grantor

	<b>GTR - Grantor Analyst (Full)</b>	<p>This role provides access to the agency employee who reviews, approves and disapproves applications submitted by an external user. It also provides access to create the agreement from the approved application and manage that agreement. The analyst also reviews and manages change request forms.</p> <p>The Arts Commission is the <b>only</b> agency that should assign this role.</p>
	<b>GTR - Grantor Analyst (Modified)</b>	<p>This role provides access to the agency employee who reviews, approves and disapproves applications submitted by an external user. It also provides access to create the agreement from the approved application and manage that agreement. The analyst also reviews and manages change request forms.</p> <p>The agencies listed below are the <b>only</b> ones that should assign this role:</p> <ul style="list-style-type: none"> <li>- Department of Employment Security</li> <li>- Department of Public Safety</li> <li>- Department of Education</li> <li>- Department of Wildlife, Fisheries, and Parks</li> <li>- Department of Human Services</li> <li>- Department of Mental Health</li> <li>- Mississippi Development Authority</li> </ul>
	<b>GTR - Grantor Accountant (Full)</b>	<p>This role provides access to the agency employee who reviews, approves and disapproves grantor claim forms submitted by an external user. Claim forms are basically a request for payment/reimbursement.</p> <p>The Arts Commission is the <b>only</b> agency that should assign this role.</p>
	<b>GTR - Grantor Accountant (Modified)</b>	<p>This role provides access to the agency employee who reviews, approves and disapproves grantor claim forms submitted by an external user. Claim forms are basically a request for payment/reimbursement.</p> <p>The agencies listed below are the <b>only</b> ones that should assign this role:</p> <ul style="list-style-type: none"> <li>- Department of Employment Security</li> <li>- Department of Public Safety</li> <li>- Department of Education</li> <li>- Department of Wildlife, Fisheries, and Parks</li> <li>- Department of Human Services</li> <li>- Department of Mental Health</li> <li>- Mississippi Development Authority</li> </ul>
	<b>GTR - Grantor Analyst &amp; Accountant (Full)</b>	<p>This role provides access to the agency employee who reviews, approves and disapproves all grantor forms submitted by an external user. These include claim, application, and change request forms as well as the creation and approval of agreements.</p>
	<b>GTR - Grantor Analyst Accountant (Modified)</b>	<p>This role provides access to the agency employee who reviews, approves and disapproves all grantor forms submitted by an external user. These include claim, application, and change request forms as well as the creation and approval of agreements.</p> <p>The agencies listed below are the only ones that should assign this role:</p> <ul style="list-style-type: none"> <li>- Department of Employment Security</li> <li>- Department of Public Safety</li> <li>- Department of Education</li> <li>- Department of Wildlife, Fisheries, and Parks</li> <li>- Department of Human Services</li> <li>- Department of Mental Health</li> <li>- Mississippi Development Authority</li> </ul>

# Grants Management: Grantor

	<b>GTR - Grantor Reports &amp; Display</b>	<p>This role allows the agency user to generate program and financial reports for reporting and auditing purposes. It also allows for display of project master data and project reporting. Access is controlled by business area. The Grantor Manager business role includes the Grantor Reports &amp; Display access.</p> <p>The agencies listed below are the <b>only</b> ones that should assign this role:</p> <ul style="list-style-type: none"> <li>- Arts Commission</li> <li>- Department of Employment Security</li> <li>- Department of Public Safety</li> <li>- Department of Education</li> <li>- Department of Wildlife, Fisheries, and Parks</li> <li>- Department of Human Services</li> <li>- Department of Mental Health</li> <li>- Mississippi Development Authority</li> </ul>
	<b>GTR - Grantor Panelist (Full)</b>	<p>The panelist does not have any administrative authority within the agency and has access similar to an external user. The panelist is tasked with reviewing and rating/grading grant applications. They can't approve, disapprove, or edit the applications.</p> <p>The Arts Commission is the <b>only</b> agency that should assign this role.</p>
	<b>GTR - Grantor Panelist (Modified)</b>	<p>The panelist does not have any administrative authority within the agency and has access similar to an external user. The panelist is tasked with reviewing and rating/grading grant applications. They can't approve, disapprove, or edit the applications.</p> <p>The agencies listed below are the <b>only</b> ones that should assign this role:</p> <ul style="list-style-type: none"> <li>- Department of Employment Security</li> <li>- Department of Public Safety</li> <li>- Department of Education</li> <li>- Department of Wildlife, Fisheries, and Parks</li> <li>- Department of Human Services</li> <li>- Department of Mental Health</li> <li>- Mississippi Development Authority</li> </ul>
	<b>GTR - Grantor Manager (Full)</b>	<p>This role is for the agency employee who oversees all aspects of the agencies grantor programs. This role provides the same access as the analyst and accountant, and also has the authority to create and modify grantor programs in CRM .</p> <p>The Arts Commission is the <b>only</b> agency that should assign this role.</p>
	<b>GTR - Grantor Manager (Modified)</b>	<p>This role is for the agency employee who oversees all aspects of the agencies grantor programs. This role provides the same access as the analyst and accountant roles, and also has the authority to create and modify grantor programs in CRM .</p> <p>The agencies listed below are the <b>only</b> ones that should assign this role:</p> <ul style="list-style-type: none"> <li>- Department of Employment Security</li> <li>- Department of Public Safety</li> <li>- Department of Education</li> <li>- Department of Wildlife, Fisheries, and Parks</li> <li>- Department of Human Services</li> <li>- Department of Mental Health</li> <li>- Mississippi Development Authority</li> </ul>

# Fleet Management: Plant Maintenance

	<b>PM - Property Custodian</b>	<p>This role is assigned to those responsible for entering and monitoring progress of vehicle maintenance requests.</p> <p>Typically this would be the driver assigned to the vehicle.</p> <p>This role allows the user to:</p> <ul style="list-style-type: none"> <li>- Create Maintenance Request Notifications</li> <li>- Display Maintenance Request Notifications</li> </ul>
	<b>PM - Fleet Support Display **</b>	<p>This role is assigned to those requiring general Fleet Maintenance information or those responsible for assisting agencies with system issues related to PM Fleet module. This user will have display capabilities for all agencies, but will NOT be allowed to view undercover vehicles.</p> <p>NOTE: This is similar to the Help Desk Profile in AssetWorks. This role is <b>only</b> for the MMRS MAGIC support staff. It will <b>not</b> be assigned to non-MMRS personnel.</p>
	<b>PM - Maint Technician</b>	<p>This role is assigned to those responsible for performing maintenance work on vehicles. This role is for agencies with Maintenance Shops where agency vehicles are repaired.</p> <p>This may equate to maintenance mechanic.</p> <p>This role will be Agency specific and includes:</p> <ul style="list-style-type: none"> <li>- Create, change, and display notifications</li> <li>- Create, change and display maintenance orders</li> <li>- Time confirmation posting against maintenance orders</li> <li>- Create, change, and display measuring documents</li> </ul>
	<b>PM - Maint Planner Scheduler</b>	<p>This role is assigned to those responsible for planning maintenance work for state agencies' maintenance operations. Typical users may be maintenance supervisors and shop managers.</p> <p>This role will be Agency specific and includes:</p> <ul style="list-style-type: none"> <li>- Create, change, and display notifications</li> <li>- Create, change and display maintenance orders</li> <li>- Create Change historical maintenance orders</li> <li>- Time confirmation posting against maintenance orders</li> <li>- Reporting, including related Business Analytics Reports</li> <li>- Create, change, and display Task List</li> <li>- Create, change, and display measurement documents</li> <li>- Change and display work centers</li> </ul>

# Fleet Management: Plant Maintenance

	<p><b>PM - Maint Planner Scheduler UC</b></p>	<p>This role is assigned to those responsible for planning maintenance work for state agencies' maintenance operations and <b>includes</b> access to undercover vehicles. Typical users may be maintenance supervisors and shop managers.</p> <p>This role will be Agency specific and includes:</p> <ul style="list-style-type: none"> <li>- Create, change, and display notifications</li> <li>- Create, change and display maintenance orders</li> <li>- Create Change historical maintenance orders</li> <li>- Time confirmation posting against maintenance orders</li> <li>- Reporting, including related Business Analytics Reports</li> <li>- Create, change, and display Task List</li> <li>- Create, change, and display measurement documents</li> <li>- Change and display work centers</li> </ul> <p>This role should <b>only</b> be assigned to individuals in the following agencies:</p> <ul style="list-style-type: none"> <li>- Attorney General</li> <li>- Ethics Commission</li> <li>- DFA - Division of General Services</li> <li>- Department of Audit</li> <li>- MS Department of Revenue</li> <li>- Gaming Commission</li> <li>- Department of Agriculture and Commerce</li> <li>- Department of Wildlife, Fisheries, and Parks</li> <li>- DPS - Department of Public Safety</li> <li>- DPS - Bureau of Narcotics</li> <li>- Pharmacy Board</li> <li>- Department of Transportation</li> </ul>
	<p><b>PM - Fleet Coordinator</b></p>	<p>This role is assigned to those responsible for maintenance communications between the Agency and DFA/OPTFM. This role provides access to the equipment transfer process within the agency and access to request vehicle additions and retirement. This role equates to the Agency Fleet Manager currently established in AssetWorks and includes all functionality of the PM - Maintenance Planner Scheduler.</p> <p>There should be at least one Fleet Coordinator for each agency that has vehicles.</p> <p>Additionally, this agency specific role includes:</p> <ul style="list-style-type: none"> <li>- Pool Asset Management (PAM) Activities</li> <li>- Request and Review Driver Assignments</li> <li>- Create, change maintenance plan</li> <li>- Change Equipment records</li> <li>- Assign PM Work Centers</li> <li>- Create, change Maintenance Strategies</li> <li>- Reporting, including related Business Analytics Reports</li> </ul>

# Fleet Management: Plant Maintenance

	<b>PM - Fleet Coordinator UC</b>	<p>This role is assigned to those responsible for maintenance communications between the Agency and OPTFM. This role provides access to the equipment transfer process within the agency and access to request vehicle additions and retirement and <b>includes</b> access to undercover vehicles. This role equates to the Agency Fleet Manager currently established in AssetWorks and includes all functionality of the PM - Maintenance Planner Scheduler.</p> <p>There should be at least one Fleet Coordinator for each agency that has vehicles.</p> <p>Additionally, this agency specific role includes:</p> <ul style="list-style-type: none"><li>- Pool Asset Management (PAM) Activities</li><li>- Request and Review Driver Assignments</li><li>- Create, change maintenance plan</li><li>- Change Equipment records</li><li>- Assign PM Work Centers</li><li>- Create, change Maintenance Strategies</li><li>- Reporting, including related Business Analytics Reports</li></ul> <p>This role should <b>only</b> be assigned to individuals in the following agencies:</p> <ul style="list-style-type: none"><li>- Attorney General</li><li>- Ethics Commission</li><li>- DFA - Division of General Services</li><li>- Department of Audit</li><li>- MS Department of Revenue</li><li>- Gaming Commission</li><li>- Department of Agriculture and Commerce</li><li>- Department of Wildlife, Fisheries, and Parks</li><li>- DPS - Department of Public Safety</li><li>- DPS - Bureau of Narcotics</li></ul>
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# Inventory Management

	<b>IM - Goods Movement Processor</b>	<p>This role is for the processing of Goods Movements in Plants (agencies) which will be managing stock in Inventory Management. Users will have access to movement types associated with Goods Receipts, Goods Issues, Cancellations, Returns, and Transfers associated to their specific Plant (agency). This business role includes the IM Reports &amp; Display and MM Purchasing Reports &amp; Display roles, as well as access to related Business Analytics reports.</p> <p>NOTE: For Phase I, this role will <b>only</b> be used by the Department of Corrections and the Department of Finance and Administration staff.</p>
	<b>IM - Goods Receipt Processor Non-stock</b>	<p>This role is for the processing of Goods Movements in Plants (agencies) that are receiving commodities not managed in stock warehouses or inventory, and services. Users will be limited to specific Movement Types only to process Goods Receipts, Cancellations and Returns. This business role includes the IM Reports &amp; Display and MM Purchasing Reports &amp; Display roles, as well as access to related Business Analytics reports.</p> <p><u>This role can be assigned to users in <b>all</b> agencies.</u></p>
	<b>IM -Reports &amp; Display</b>	<p>This role only contains the Display and Report transactions used in Inventory Management, as well as related Business Analytics reports. This allows the user to display and report on all agency specific inventory management data and is included in all other IM business roles.</p> <p>This role can be assigned to users in all agencies who just need display and reporting access.</p>
	<b>IM - Inventory Manager</b>	<p>This role contains transactions which will be used by managers in Plants (agencies) who will be managing stock in Inventory Management. This business role includes the IM Reports &amp; Display and MM Purchasing Reports &amp; Display roles, as well as access to related Business Analytics reports.</p> <p>NOTE: For Phase I, this role will <b>only</b> be used by the Department of Corrections and the Department of Finance and Administration staff.</p>
	<b>IM - Inventory Management Materials Planner</b>	<p>This role contains transactions which will be used by persons in the role of material requirements planning (MRP) controller in Plants (agencies) which will be managing stock in Inventory Management. This business role includes the IM Reports &amp; Display and MM Purchasing Reports &amp; Display roles, as well as access to related Business Analytics reports.</p> <p>NOTE: For Phase I, this role will <b>only</b> be used by the Department of Corrections and the Department of Finance and Administration staff.</p>
	<b>MM - Master Data Admin - Decentral</b>	<p>This role contains the transactions required to create and maintain Material Master Records. It also allows specific users in Plants (agencies) who will be managing stock in Inventory Management to maintain the relevant Plant views required to manage stocks. This role will most likely be assigned to the users designated as material requirements planning (MRP) Controllers or inventory managers for the maintenance of the Material Master Records they are responsible for. This business role includes the MM Purchasing Reports &amp; Display role, as well as related Business Analytics reports.</p> <p>NOTE: For Phase I, this role will <b>only</b> be used by the Department of Corrections and the Department of Finance and Administration staff.</p>

# Inventory Management

	<b>IM - Physical Inventory Coordinator</b>	<p>This role contains all the transactions to carry out the creation, counting, and monitoring of physical inventory processing in Inventory Management. This role will be assigned to users whose roles are Inventory Clerks or Inventory Managers, depending on the requirement of the Agency. This role also has access to the IM reports and display role, as well as related Business Analytics reports.</p> <p>NOTE: For Phase I, this role will only be used by the Department of Corrections and the Department of Finance and Administration staff.</p>
	<b>MM - Purchasing Reports and Display</b>	<p>This role <b>only</b> provides access to display and report on agency specific materials and purchasing documents, as well as related Business Analytics reports.</p> <p>This role is included in the Materials Management (MM) business roles and designated IM business roles.</p>
	<b>MM - Purchasing Strategic Reporting</b>	<p>This role <b>only</b> provides access to analysis reports for Purchasing activities and includes the IM Reports &amp; Display role, as well as related Business Analytics reports.</p> <p>This role is included in all SRM Agency "Buyer" roles.</p>
	<b>MM - Purchasing Strategic Reporting Central *</b>	<p>This role only provides access to analysis reports for statewide Purchasing activities and includes the IM Reports &amp; Display role, as well as related Business Analytics reports.</p> <p>This role is <b>only</b> for designated staff in DFA/Office of Fiscal Management (OFM).</p>
	<b>MM - Materials Management Support **</b>	<p>This role contains the transactions associated with MM Period closing.</p> <p>NOTE: This role will <b>only</b> be given to designated DFA/MMRS staff supporting the Materials Management functions.</p>
	<b>MM - Master Data Admin - Central *</b>	<p>This role will be used for creating new materials and will be assigned to a central support person who will create the material and fill in the basic data associated with that material. This involves the assignment of the NIGP code, requesting new codes from NIGP, creation of the basic data, purchasing and accounting views, extending the material to all plants, and notifying the requestor of the new NIGP Code. This business role also includes the MM Purchasing Reports &amp; Display role, as well as access to related Business Analytics reports.</p> <p>NOTE: This role will <b>only</b> be assigned to designated staff in DFA/Office of Purchasing, Travel, and Fleet Management (OPTFM) and Office Fiscal Management (OFM).</p>

# Purchasing (SRM)

	<b>SRM - Buyer Operational</b>	<p>This role provides the user with the ability to carry out sourcing of agency requisitions to purchase orders, as well as create, update and display purchase orders for their own agency. This role has NO approval authority and includes the same access as the SRM -Requisitioner role. It also includes the MM Purchasing Reports &amp; Display and IM Reports &amp; Display roles, as well as access to related Business Analytics reports.</p> <p>Any user with this role must have an approver with one of the following roles:  SRM - Manager  SRM - Manager Purchasing  SRM - Approver</p>
	<b>SRM - Buyer Strategic Contract</b>	<p>This role provides the user with the ability to carry out sourcing of agency requisitions to contracts and to create and update contracts. The user also has access to create and update requisitions for their agency. This role has NO approval authority and includes the same access as the SRM -Requisitioner role. It also includes the MM Purchasing Reports &amp; Display and IM Reports &amp; Display roles, as well as access to related Business Analytics reports.</p> <p>Any user with this role must have an approver with one of the following roles:  SRM - Manager  SRM - Manager Purchasing</p>
	<b>SRM - Buyer Strategic RFx</b>	<p>This role provides the user with the ability to carry out sourcing of agency requisitions to RFx and create and update RFx. The user can also create and update requisitions for their agency. This role has NO approval authority and includes the same access as the SRM -Requisitioner role. It also includes the MM Purchasing Reports &amp; Display and IM Reports &amp; Display roles, as well as access to related Business Analytics reports.</p> <p>Any user with this role must have an approver with one of the following roles:  SRM - Manager  SRM - Manager Purchasing</p>
	<b>SRM - Buyer Oversight *</b>	<p>This role provides oversight procurement staff authority to display all purchasing documents and create and update all contracts and RFx documents. This role has NO approval authority and includes the same access as the SRM -Requisitioner role. It provides access to maintain the business partner and supplier list for the RFx process. This role also includes the MM Purchasing Reports &amp; Display and IM Reports &amp; Display roles, as well as access to related Business Analytics reports.</p> <p>This role should <b>only</b> be assigned to personnel in the following oversight agencies:</p> <ul style="list-style-type: none"> <li>- Information Technology Services (Procurement Division)</li> <li>- DFA/Office of Purchasing, Travel, and Fleet Management</li> <li>- State Personnel Board (Board approval only)</li> <li>- State Auditors Office</li> <li>- Attorney General's Office</li> <li>- Personal Services Contract Review Board</li> <li>- DFA/Bureau of Building</li> </ul>

# Purchasing (SRM)

	<b>SRM - Manager</b>	<p>This role is for the head of a non-purchasing organizational unit approving purchasing documents (i.e. Purchase Orders and Shopping Carts, etc). The user <u>cannot</u> create Purchase Orders, Contracts or RFx documents, but <u>can</u> approve those documents and create shopping carts. The role also includes the MM Purchasing Reports &amp; Display and IM Reports &amp; Display roles.</p> <p>The organizational unit ties back to the information submitted for the user's agency in the MRTL task: Organizational Structure: SPAHRS Updates.</p>
	<b>SRM - Manager Purchasing</b>	<p>This role is for the head of a purchasing department/organizational unit approving purchasing documents (i.e. Purchase Orders and Shopping Carts, etc). The user <u>can</u> create, modify, and approve Purchase Orders, Contracts or RFx documents and can create shopping carts. This role is a composite of the Manager and the three agency Buyer roles. It also includes the MM Purchasing Reports &amp; Display and IM Reports &amp; Display roles, as well as access to related Business Analytics reports.</p> <p>The organizational unit ties back to the information submitted for the user's agency in the MRTL task: Organizational Structure: SPAHRS Updates.</p>
	<b>SRM - Approver</b>	<p>A user with the SRM-Approver role can approve/reject a shopping cart, PO, RFx, or Contract, but <u>cannot</u> create Purchase Orders, RFx or Contracts.</p> <p>This role would be utilized in any of the following scenarios:</p> <ul style="list-style-type: none"> <li>• User not part of the day to day approval process but would be a substitute approver or used as an adhoc approver on procurement documents;</li> <li>• User not a Manager approver but would approve Shopping Carts or Purchase Orders as an SRM workflow Fiscal Approver or Asset Approver</li> </ul>
	<b>SRM - Auditor *</b>	<p>This role provides statewide display access for all procurement documents and related documentation. It also includes the MM Purchasing Reports &amp; Display and IM Reports &amp; Display roles, as well as access to related Business Analytics reports.</p> <p>This role is <b>only</b> for the Auditor's Office/Agency Audit Division, DFA/Office of Fiscal Management (OFM), and DFA/Office of Fiscal Reporting (OFR).</p>
	<b>SRM - Administrator - SUS Purchasing *</b>	<p>This is a central role providing access to the authorized purchasing administrator to accept or reject changes to and view supplier information.</p> <p>This role should <b>only</b> be assigned to personnel in the DFA/Office of Fiscal Management (OFM).</p>
	<b>SRM - Closeout</b>	<p>This role provides access to transactions used to perform purchase order closing functions. This access includes cancel PO, automatic closeout, mass confirmation, and mass invoice allowing users to make mass updates to one or more purchase orders residing in SRM.</p>
	<b>SRM - BRICKS Contracts *</b>	<p>This is a central role providing access to maintain Bureau of Building and Real Property Management contracts. Access includes create, modify and display to the BRICKS Construction and BRICKS Lease contracts. and is only for DFA staff who manage these processes.</p> <p>This role should <b>only</b> be assigned to personnel in the DFA/Bureau of Building and Real Property Management (BoB).</p>

# Organizational Management

	<b>OM - Display</b>	This role will allow staff to view Jobs, Organizational Units and Positions. This role will not have the ability create or maintain any data.
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# Personnel Administration

	<b>PA - Display</b>	This role will allow staff to view Employee information. This role will not have the ability create or maintain any data.
	<b>PA - Email-Phone Communications Administrator</b>	Provides user with the access to update e-mail and phone information for agency employees. E-mail information is vital to workflow and the MAGIC user provisioning process. This business role also includes the PA Display role.